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COMPILATION
OF
GENERAL ORDERS, CIRCULARS, AND BULLETINS
OF THE
WAR DEPARTMENT

1881-1915



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LETTER OF TRANSMITTAL.

WAR DEPARTMENT,
WASHINGTON, *November 1, 1916.*

The following is a compilation of general orders, circulars, and bulletins of the War Department, issued since February 15, 1881, the date of General Orders, No. 20, of that year, the last order included in the codification of the regulations and general orders in force on February 17, 1881, which codification was published as the 1881 edition of Army Regulations.

This compilation includes general orders, circulars, and bulletins issued up to and including December 31, 1915, which are still in force, which are of general application, and which have not been incorporated in Army Regulations or other regulations or manuals of the War Department, and it supersedes all orders, circulars, and bulletins, or parts thereof, that are contained in it.

In addition to the orders, circulars, and bulletins which are still in force, but which have been omitted from this compilation because of their limited application or because of having been embodied in Army Regulations, or other regulations and manuals of the War Department, other orders, circulars, and bulletins have been omitted—

- (a) Because of their unimportance; or
- (b) Because the customs and practices of the service in the particulars they covered were believed to be so well established that their republication would be superfluous; or
- (c) Because of recommendations of the staff bureaus concerned that they be not republished; or
- (d) Because of their periodical character; or
- (e) Because of their bulk.

Orders, circulars, and bulletins of classes (d) and (e) are referred to by notes in the proper places in the compilation.

(3)

The subjects are arranged as nearly as practicable in the order of arrangement of related subjects in the Army Regulations.

[2273190 A, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

H. L. SCOTT,
Major General, Chief of Staff.

OFFICIAL:

H. P. McCAIN,
The Adjutant General.

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COMPILATION OF GENERAL ORDERS, CIRCULARS, AND BULLETINS OF THE WAR DEPARTMENT, 1881-1915.

ARTICLE I.

RESTRICTIONS ON ACTIVITIES OF OFFICERS AND EMPLOYEES OUTSIDE REGULAR DUTIES.

1. Officers to refrain from publication of views on military situation.—Officers of the Army will refrain, until further orders, from giving out for publication any interview, statement, discussion, or article on the military situation in the United States or abroad, as any expression of their views on this subject at present is prejudicial to the best interests of the service. (*G. O. 10, 1915—2260070, A. G. O.*)

2. Commercial interests in Philippine Islands.—Officers of the Army on the active list now or hereafter holding office or employment under the Philippine Government are hereby prohibited from entering into any commercial enterprise or from owning any stock or interest in, or having any connection with, any association, company, or corporation, whose activities come into contact with that Government or in any manner involve the use of, or any right, privilege, or concession in, the property or public rights of the Philippine people. And if any such officer be now engaged or interested in, or connected with, any such enterprise, association, company, or corporation, he will forthwith make a *bona fide* disposition of all his interest therein and sever all connection with such enterprise, association, company, or corporation. (*Par. I, G. O. 4, 1914—2116873, A. G. O.*)

3. Contributions for and acceptance of gifts or presents.—The attention of officers and enlisted men is drawn to the following provision of the Revised Statutes:

1784. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from

other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ.

The foregoing enactment includes within the statutory prohibition the soliciting of contributions by one officer or employee from other officers or employees of the United States when such contributions are to constitute gifts or presents or are to be used for the purchase of gifts or presents to those in superior official position. The receiving of presents by officers as contributions from those under their command or control, in either the military or civil service, also falls within the prohibition of the section, which imposes the penalty of summary dismissal upon all official superiors and those under their command or control who, by soliciting or receiving contributions, or by giving presents, become subject to its penal operation.

The practice of receiving presents from persons not in the military establishment or in the employ of the Government in recognition of services rendered, though not expressly forbidden, is opposed to the spirit of the statute and for that reason is not approved by the department.

The requirements of the statute above cited will hereafter be strictly observed in all branches of the military establishment. (*Cir. 46, 1904, as amended by Cir. 77, 1909—1584316, A. G. O.*)

4. Instruction of persons for Civil Service and other examinations.—No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission or of the boards of examiners for the diplomatic and consular services.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. (*Executive Order, Oct. 13, 1905, G. O. 183, 1905—1065280, M. S. O.; Executive Order, Dec. 23, 1910, Par. II, G. O. 5, 1911—1731023, A. G. O.*)

ARTICLE II.

APPOINTMENT AND PROMOTION OF OFFICERS.

APPOINTMENTS.

5. Cavalry, Field Artillery, Coast Artillery Corps, and Infantry.—Requirements and procedure in the case of applicants for appointment to the positions of second lieutenant, Cavalry, Field Artillery, Coast Artillery Corps, and Infantry:

1. Notice of appointments and letters of designation are issued by the War Department through The Adjutant General of the Army. Oaths of office of officers of the Army will be taken before some officer who is authorized by the law of the United States or by the local municipal law to administer oaths, before the judge advocate of a department, or of a court-martial, or before the trial officer of a summary court.

Officers of the Army, other than those above specified, are not authorized by law to administer oaths.

APPOINTMENT AS SECOND LIEUTENANT OF THE LINE.

2. Vacancies in the grade of second lieutenant in the Cavalry, Field Artillery, Coast Artillery Corps, and Infantry occurring in any fiscal year will be filled by appointment as required by law: First, of cadets graduated from the United States Military Academy during that fiscal year; second, of enlisted men whose fitness for promotion shall have been determined by examination; third, of candidates from civil life between the ages of 21 and 27 years. Candidates from civil life will be selected by competitive examination from those designated by the War Department. No candidate will be designated who is married or who is not a citizen of the United States, and no candidate will be designated who is not eligible for appointment on date set for the examination.

3. All vacancies occurring after June 30, and not needed for the graduates of that fiscal year of the Military Academy, will be held for the next graduating class of the academy.

4. No person who has been a cadet at the United States Military Academy will, under any circumstances, receive a commission in advance of his class; nor will anyone who has been a midshipman at the United States Naval Academy receive a commission in advance of the class at the Military Academy corresponding to his class at the Naval Academy.

No cadet who has been expelled from the Military Academy for hazing will be commissioned until two years after the graduation of his class.

5. Applicants who are graduates of certain institutions (par. 36) will be entitled to exemption in certain subjects, as follows:

(a) Honor graduates of institutions which are designated as "distinguished colleges" will be exempt from the mental examination, but must undergo the physical test prescribed in paragraph 10 of this order.

(b) Honor graduates of institutions formerly classed as "distinguished institutions" will not be required to include any subject of Group III, paragraphs 21 or 23.

(c) Graduates of institutions rated as class MC or class C and graduates of recognized colleges or universities will not be required to include any of Group I, paragraphs 21 or 23.

Each applicant should state the branch of service for which he desires to compete, with second and third choice. Those desiring exemptions should submit to the War Department diplomas, certificates, or other evidence of such graduation when applying for the letter of designation or with the application referred to in paragraphs 8 and 28 of this order. If exempted, candidates will be so informed.

DUTIES OF EXAMINING BOARDS.

6. Boards for the examination of candidates for appointment as second lieutenant will be governed by the following:

The duties of the medical officers shall be confined to inquiring into and reporting upon the physical qualifications of the applicants. The duties of the line officers shall be to pass upon the moral qualifications of each candidate, as far as practicable from all available data; to inquire into the general suitability of candidates, and the suitability for mounted service of candidates applying therefor; and to supervise the mental examination.

The physical examination will be first, the examination into the moral character and general qualifications next, and this will be followed by the mental examination, which will be written and will take place in the presence of the line officers of the board, at least one of whom must be present at all times during the examination. Each examination paper will contain a certificate from one of the line officers of the board that the candidate has undergone the examination in his presence and without assistance from anyone.

APPOINTMENTS OF SECOND LIEUTENANTS FROM THE ARMY.

7. A soldier to be eligible to compete for appointment to the grade of second lieutenant must be a citizen of the United States, unmarried, and under 30 years of age on the 1st day of July of the year in which he is to enter the competition, and must have served honorably not less than two years in the Army as an enlisted man on or before that date; he must also be physically sound and of good moral character before and after enlistment, and must be an enlisted man of the Army when he submits his application and when he appears for examination, and if appointed a second lieutenant must be an enlisted man at the date of his appointment.

APPLICATIONS.

8. An enlisted man who desires to appear for examination will submit, through military channels, an application so that it will reach his post commander on or before March 1, or if in Alaska or the Philippines, before January 1, of the year in which he desires to take the examination. Any applications received after those dates will not be considered unless it be shown that the delay was through no fault of the applicant. The application will be accompanied by the "Form for individual record of candidate" (p. 12), filled out and sworn to as indicated.

The applicant's immediate commander, in forwarding such application, will verify the statement of service as given, and will state specifically whether, in his opinion, the soldier fulfills each of the conditions hereinbefore required, adding his remarks in each case as to the aptitude of the applicant for the position sought, and whether, in the event of his appointment

as second lieutenant in the Army, he would object to the applicant's assignment to his organization, should a vacancy exist therein, giving his reasons, if any, for the objection.

FORM FOR INDIVIDUAL RECORD OF CANDIDATE.

(1) Give the exact date and place of your birth.

(2) Are you married or single?

(3) Are you a citizen of the United States? If so, state whether native born or naturalized.

(4) What schools have you attended and for what periods? Answer explicitly, giving dates and designations of schools, as public schools, academies, district schools, colleges, manual-training schools, night schools, etc. Give also names and present addresses of presidents, superintendents, commandants, principals, professors, or teachers under the supervision of whom you were while attending schools, academies, colleges, etc.

(5) In what profession or occupation have you been employed? Answer explicitly, giving time, character of employment, etc.

(6) During what time have you supported yourself, totally or partially by your own labor?

(7) Have you ever served in the Volunteers or Organized Militia, or as a cadet at the United States Military Academy? Answer explicitly, giving State, arm of service, rank, dates, etc.

(8) State concisely your service in the Regular Army, giving organizations in which you have served and names of officers under whom you have served, with periods of such service (as near as possible) in each case.

(9) State the places of your residence since your twelfth birthday, giving dates between which you resided at each place.

(10) State the name and present address of each person by whom you were employed since your twelfth birthday, giving in each instance the nature of the employment and date of its beginning and ending. (Signature with full name, rank, etc.)

----- Sworn to and subscribed before me
the ----- day of -----, A. D. 191---

PRELIMINARY EXAMINATION FOR APPOINTMENT AS SECOND
LIEUTENANT FROM THE ARMY.

GENERAL PROVISIONS.

9. The commanding officer of each post where applications are received will convene a board, consisting of at least one medical and two line officers, exclusive of the immediate commander of any applicant, to conduct the preliminary examination. Should the appointment of such board be impracticable, or should the applicant be not serving at a post, the application will be forwarded through military channels to the commander of the district, territorial department, or division (if in the field), who will designate the board before which the candidate is to appear. These boards will be convened as soon as practicable after March 1, or, if in the Philippines or Alaska, after January 1.

PHYSICAL EXAMINATION.

10. Each applicant will be first subjected to a rigid physical examination, and if any cause of disqualification is found to exist it will be specified in the report, and the applicant will be rejected and his examination will cease, unless, in the opinion of the medical officers of the board, the physical defects are temporary in nature and such as may be overcome by the time the applicant is to appear for final examination, in which case the physical defects and the reasons which influenced the board to continue the examination, notwithstanding such defects, will be fully set forth in the report. Examination as to physical qualifications will conform to the standard required of recruits, except that any applicant whose degree of vision is less than 20/40 in either eye or who is color blind for red, green, or violet, will be rejected.

The physical examination will be made complete in each case, even though a disqualifying defect be discovered, so as to ascertain whether any other defects exist. It is highly desirable that where a candidate is rejected for any physical cause, the cause of rejection should be so clearly established as to be conclusive of the reasonableness and propriety of the rejection, and in cases where physical fitness appears doubtful the board may require the production of such testimony as to the medical history of the candidate and of his family as may be obtainable.

EXAMINATION AS TO MORAL CHARACTER AND FITNESS.

11. The moral character of each applicant found physically qualified will then be inquired into, and any applicant who has not borne a good moral character before and after enlistment will be rejected, and his examination will cease.

Each applicant will submit to the officer conducting the examination testimonials or certificates as to his moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the report of the board.

12. The board will conduct such inquiries as will enable it to render an opinion, based on observation, verbal questioning of the applicant, and upon all available data, as to whether the candidate possesses the qualifications to be desired in a commissioned officer and as to his probable ability to pass satisfactorily the final mental examination.

REPORT OF THE BOARD.

13. Upon the conclusion of the preliminary examination the board will render a full report as to its proceedings and findings in the case of each applicant, and will forward this report with all papers pertaining thereto through military channels to The Adjutant General of the Army.

FINAL EXAMINATION FOR APPOINTMENT AS SECOND LIEUTENANT FROM THE ARMY.

GENERAL PROVISIONS.

14. Each year in which there remain vacancies in the grade of second lieutenant for appointment to which enlisted men are eligible, the War Department will, on July 1, or subsequent thereto, convene such boards as may be deemed necessary, consisting of two or more line officers and two medical officers, before which those who have successfully passed the preliminary examination will be ordered to appear to compete in the final examination for appointment to such vacancies.

15. No applicant will be ordered before the final board in any calendar year who has not successfully passed the preliminary post or departmental board during that calendar year or the one immediately preceding. An applicant who twice

fails to pass the preliminary examination in years in which final examinations are held or who twice fails in his final examination will not be permitted to compete again for appointment to the grade of second lieutenant in the Army.

16. The records of the preliminary examinations of candidates ordered to take the final examination, and the papers pertaining thereto, together with such official records in the War Department as relate to the character and qualifications of such candidates for commission, will be submitted to the final board.

PHYSICAL EXAMINATION.

17. Each candidate will first be subjected to a rigid physical examination, and any candidate who fails to pass it will be rejected by the board; but should he so desire, he will be permitted to undergo the mental examination with the distinct understanding that such examination will not confer upon him any right to appointment should his physical disability finally be regarded as disqualifying. This examination will conform to the rules laid down in paragraph 10 of this order, and the report of the preliminary board as to the physical qualifications of the candidate will be considered. A certificate of physical examination by the medical officers of the board will accompany the proceedings of the board in each case.

MENTAL EXAMINATION.

18. Upon the completion of the physical examination will follow the mental examination, which will be written, and the questions for which will be furnished by The Adjutant General of the Army to the senior line officer of the board. Each examination paper will contain a certificate from one of the line officers of the board that the applicant has undergone the examination in his presence and without assistance from anyone.

SUITABILITY FOR MOUNTED SERVICE.

19. Upon the completion of the mental examination, the board will examine the applicants for mounted service and will report upon their suitability therefor, taking into consideration only proficiency in riding, horsemanship, and size when so great as to indicate present or future unsuitability for mounted service, and the board will report them by name in

two groups as determined by the result of the examination, viz: First, those considered qualified; second, those considered not qualified.

COMPLETION OF PROCEEDINGS.

20. The proceedings of the board will be completed and all papers connected with the case of each candidate will be forwarded in accordance with instructions furnished by The Adjutant General of the Army.

SUBJECTS FOR MENTAL EXAMINATION OF CANDIDATES FROM THE ARMY FOR APPOINTMENT AS SECOND LIEUTENANT IN THE CAVALRY, FIELD ARTILLERY, AND INFANTRY.

[Civilian candidates are examined in these subjects. See par. 32.]

21. Each applicant who is physically qualified or desires to undergo the mental examination notwithstanding his physical defects, will be examined mentally in the following subjects, subject to the exemptions noted in paragraph 5.

GROUP I.

	Weight.
1. United States History and Constitution-----	1
2. Geography-----	1
3. Elementary English-----	1
4. Algebra-----	1
5. Geometry-----	1
6. Trigonometry-----	1

GROUP II.

1. Elementary French, German, or Spanish, as the applicant may elect-----	1
2. General history-----	1
3. Elementary surveying-----	1

Also in one of the following subjects:

GROUP III.

1. Advanced English-----	2
2. Advanced French-----	2
3. Advanced German-----	2
4. Advanced Spanish-----	2
5. Analytical geometry-----	2
6. Calculus (differential and integral)-----	2
7. Military art and field engineering-----	2
8. Advanced surveying-----	2

OPTION.

The candidate, before entering upon the mental examination, will submit to the board in writing his choice of subject in Group III and in 1 of Group II, and thereafter no change of subject will be allowed.

SCOPE OF THE EXAMINATION.

22. The general scope of the examination in each subject will be as follows:

GROUP I.

1. UNITED STATES HISTORY AND CONSTITUTION.

A knowledge of prominent persons and events connected with the origin, growth, and Government of the United States, from the discovery of the American continent to the present time. The examination will not be concerned with mere annals and dates, but will require an intelligent insight into causes and effects; also, a knowledge of the evolution and principal characteristics of government and their relation to history.

The textbooks used will be any good high-school history of the United States, Upton's Military Policy, and Constitutional Law, by E. G. Davis.

2. GEOGRAPHY.

A general knowledge, based on information obtainable from the best school textbooks, with especial reference to the United States. The examination will require knowledge of the principal land and water features of the world and of their relations to one another; of commercial routes, navigable rivers, principal centers of population and manufacture, general location of races, political boundaries, and the natural products of certain areas.

3. ELEMENTARY ENGLISH.

Knowledge of English composition, grammar, and spelling, and the ability to express clearly ideas on subjects of common knowledge or on subjects connected with the candidate's examination. The candidate will be required to write one or more

letters or compositions on subjects he may select from a list given in the examination papers, to explain the meaning of certain words or phrases contained in given quotations, and will be tested generally as to his knowledge of English construction. Special attention will be paid to effective arrangement of material, power of exact statement, correct grammatical construction, and spelling.

4, 5, AND 6. MATHEMATICAL SUBJECTS.

The scope of the mathematical subjects will be that usually considered necessary as a general foundation or preparation for undertaking a scientific course of study such as is covered by the following, or any other recognized textbooks on the same subjects of an equivalent standard, namely :

New School Algebra (Wentworth).

Plane and Solid Geometry, Revised (Wentworth).

New Plane and Spherical Trigonometry (Wentworth).

GROUP II.

1. ELEMENTARY FRENCH, GERMAN, OR SPANISH.

The scope of the examination in elementary French, German, or Spanish will include the construction of the language, ability to read and write the simple forms, translation from English into French (German or Spanish), and vice versa ; the knowledge to be as extended as that which would ordinarily be acquired by a college student taking a course of instruction in a first year's college course extending over about 200 recitation periods of an hour each.

It is covered by the following-named or any other recognized textbook :

(A) *Elementary French.*

1. Grammar :

Elementary French Grammar (Olmsted).

Aldrich and Foster, Elementary French (or)

Whitney, French Grammar.

Marchand, French Idioms ; Martin, French Verb.

2. Composition :

François, Introductory French Composition.

François, Advanced French Composition (or)

Weekley, French Prose Composition. (London, W. B. Olive.)

3. Reading:¹

(a) Plays.—

Molière, *le Bourgeois Gentilhomme*.

Les *Précieuses Ridicules*, *L'Avare*, *Le Misanthrope*.

The plays of Scribe, Labiche, Augier, Dumas fils, Pailleron, Rostand, or of any other standard modern dramatic author.

(b) Prose proper.—The works of Châteaubriand, Hugo, Balzac, Maupassant, or of any other standard modern author.

(c) Poetry.—Lamartine, de Musset, Hugo, Sully-Prodhomme, Coppée.

(B) *Elementary German.*

1. Grammar: Whitney's *German Grammar* or Thomas's *Practical German Grammar*.

2. Composition: Collar's *Eysenbach*, *Graded German Lessons*.

3. Reading:¹

(a) Plays.—

Lessing, Goethe, and Schiller.

Any modern plays of standard character.

(b) Prose proper.—Heine—*Die Harzreise*; Hoffmann—*Meister Martin der Küfner*, *Das Fräulein Von Scuderi*; Riehl—*Der Fluch der Schönheit*; Whitney's *German Reader*; any standard modern prose.

(c) Poetry.—Goethe—*Hermann and Dorothea*; Heine's poems; Scheffel—*Der Trompeter Von Sakkingen*.

(C) *Elementary Spanish.*

1. Grammar:

A *Spanish Grammar* (Olmsted and Gordon).

Ramsey's *Textbook on Modern Spanish* (or) *De Arteaga, Practical Spanish*.

2. Composition: Crawford's *Spanish Composition*.

3. Reading:¹

(a) Plays.—Calderon—*La Vida es Sueño*; Moratín—*El sí de las niñas*; Galdós—*Electra*; any other modern standard plays.

¹ The indications under "3. Reading" do not mean that all the authors mentioned will be required, nor that all of a given author's works must be read. The scope is made purposely broad, so as to cover possible variations in the course of study pursued by the candidate.

(b) Prose proper.—Valera—Pepita Jiménez; Alarcón—El Capitan Veneno, El Sombrero de Tres Picos; or any standard modern prose.

2. GENERAL HISTORY.

So much of the history of ancient Greece and Rome as is contained in good high-school textbooks on those subjects and the important facts in general ancient history and in the history of mediæval Europe to the end of the fifteenth century; also so much of the political, social, and economic history from the end of the Middle Ages to the present day and the fundamental principles of civil government historically considered as is contained in the following or any other recognized textbooks of an equivalent standard, namely:

Outline of the World's History (Swinton).

A Political History of Modern Europe (F. Schwill).

The Development of Modern Europe (J. H. Robinson and C. A. Beard).

Readings in Modern European History, Volume II (Robinson and Beard).

The Development of the State (Dealy).

3. ELEMENTARY SURVEYING.

The applicant need not be a practical surveyor. He must have, however, a good general knowledge of the instruments and methods used in topographical surveying and must be proficient in reading a contoured map.

The requirements are fully covered in Part I, Chapters I–IV, inclusive; Part II, Chapters I (omitting paragraphs 68–70, inclusive), II, IV (omitting paragraphs 118 and 119), V (omitting paragraphs 130–133, inclusive), VI (omitting paragraph 159), VIII, IX, and X of Military Topography for the Mobile Forces, Sherrill, third edition.

GROUP III.

1. ADVANCED ENGLISH.

(a) Such general knowledge of American and English literature and their history as is covered by works on these subjects of the standard of the following:

History of English (Champneys).

English Literature (Long).

A History of English Literature (Moody and Lovett).

Introduction to American Literature (Pancoast).

American Literature (Bronson).

(b) Ability to write understandingly on the subject matter of the works of the principal American and English authors.

One or more compositions will be required on subjects taken from 10 of the works in the following list. Preparation is expected on two works in each group, and the choice of subjects indicated in the examination will be broad enough to cover the special preparation of the candidate.

The candidate is not expected to have a minute knowledge of the subject matter of these books; and he may not offer mere knowledge of the books as a substitute for the ability to write good English. His aim should be to acquire through his reading the power to express his own thought. He is expected, however, to have such a general knowledge of the books as would come from fresh and thoughtful reading.

I. Shakespeare's *As You Like It*; *Henry V*; *Julius Cæsar*; *The Merchant of Venice*; *Twelfth Night*; *Midsummer Night's Dream*.

II. Bacon's *Essays*; *The Sir Roger de Coverly Papers* in the *Spectator*; Franklin's *Autobiography*; Goldsmith's *The Vicar of Wakefield*; Scott's *Ivanhoe*; Scott's *Quentin Durward*; Hawthorne's *The House of the Seven Gables*; Thackeray's *Henry Esmond*; Mrs. Gaskell's *Cranford*; Dickens's *A Tale of Two Cities*; George Eliot's *Silas Marner*; Blackmore's *Lorna Doone*; Stevenson's *Treasure Island*.

III. Bunyan's *Pilgrim's Progress*, Part I; Macaulay's *Essays on Lord Clive and Warren Hastings*; Thackeray's *English Humourists*; Selections from Lincoln, including the two Inaugurals, the Speeches in Independence Hall and at Gettysburg, the Last Public Address, and a brief memoir or estimate; Parkman's *Oregon Trail*; Thoreau's *Walden*; Stevenson's *Inland Voyage and Travels with a Donkey*.

IV. Irving's *Sketch Book*; Lamb's *Essays of Elia*; De Quincey's *Joan of Arc and the English Mail-Coach*; Carlyle's *Hero as Poet, as Man of Letters, and as King*; Emerson's *Essays (selected)*; Ruskin's *Sesame and Lilies*.

V. Palgrave's *Golden Treasury* (first series), Book II and III, with especial attention to Dryden, Collin, Gray, Cowper, and Burns; Gray's *Elegy in a Country Churchyard* and Goldsmith's *The Deserted Village*; Coleridge's *The Ancient Mari-*

ner and Lowell's *The Vision of Sir Launfal*; Scott's *The Lady of the Lake*; Byron's *Childe Harold*, Canto IV, and the *Prisoner of Chillon*; Palgrave's *Golden Treasury* (first series), Book IV, with especial attention to Wordsworth, Keats, and Shelley; Poe's *The Raven*; Longfellow's *The Courtship of Miles Standish*, and Whittier's *Snow Bound*; Macaulay's *Lays of Ancient Rome*, and Arnold's *Sohrab and Rustum*; Tennyson's *Gareth and Lynette*, *Lancelot and Elaine*, and the *Passing of Arthur*; Browning's *Cavalier Tunes*, *The Lost Leader*, *How They Brought the Good News from Ghent to Aix*, *Home Thoughts from Abroad*, *Home Thoughts from the Sea*, *Incident of the French Camp*, *Hervé Riel*, *Pheidippides*, *My Last Duchess*, *Up at a Villa—Down in the City*.

(c) Questions will be asked on the following books:

Shakespeare's *Macbeth*; Tennyson's *Idylls of the King*, or Milton's *Comus*, *L'Allegro*, and *Il Penseroso*; Burke's *Speech on Conciliation with America*, or Washington's *Farewell Address* and Webster's *First Bunker Hill Oration*; Macaulay's *Life of Johnson*, or Carlyle's *Essay on Burns*.

This part of the examination will be upon subject matter, form, and structure, and presupposes the thorough study of each of the books named. In addition, the candidate may be required to answer questions on the leading facts in those periods of English literary history to which the prescribed works belong.

2, 3, AND 4. MODERN LANGUAGES.

(Either French, German, or Spanish may be chosen.)

Thorough knowledge of the grammar and construction of the language chosen, with ability to translate idiomatically to or from English, and to write original compositions on a subject chosen from a given list.

The examination will generally include:

(a) One or more translations from the language chosen into English of quotations from various authors.

(b) Translations from English into the language chosen.

(c) Translations to and from English of selected sentences, with especial regard to idiomatic peculiarities.

(d) Paraphrases of quotations.

(e) Grammatical construction, declensions, conjugations, etc., usually of selected words and phrases from preceding quotations or sentences.

(f) A composition of at least 250 words in the language selected on a subject chosen from a list given in the examination papers.

5 AND 6. ANALYTICAL GEOMETRY AND CALCULUS.

The scope of the examination in higher mathematics will be that of a final examination at the end of the sophomore or junior years in the scientific courses of recognized colleges and technical schools, and is covered by the following or any other recognized textbooks of an equivalent standard, namely:

Analytical geometry, Tanner and Allen.

Differential calculus, McMahon and Snyder.

Integral calculus, D. A. Murray.

7. MILITARY ART AND FIELD ENGINEERING.

Handling of commands not larger than a battalion, map reading, principles of military topography, and field fortification, to the extent covered by the following books:

Drill Regulations of the Three Arms (Combat only), Field Service Regulations, 1914 (Parts I, II, and III).

Studies in Minor Tactics.

Military Topography—Sherrill (Chapters I, II, and III, Part I, and Chapters I, II, III, IV, V, and VI, Part III only).

Applied Principles of Field Fortification for Line Officers—Woodruff (Chapters II, IV, VII, IX, X, and XI).

The examination will consist of map problems and exercises designed to test the candidate's intelligent perception of the subjects, and ability to apply to concrete cases his knowledge of principles.

8. ADVANCED SURVEYING.

Part I.—General theoretical knowledge of the methods employed in mapping large areas; control of the survey; astronomical observations for azimuth, time, latitude, and longitude; trigonometrical leveling; barometric leveling; filling-in methods; projection methods.

Part II.—Special knowledge of either (a) Topographical Surveying, (b) Hydrographic Surveying, or (c) Railroad Surveying.

A candidate who elects advanced surveying as his optional subject will take Part I and either (a), (b), or (c) of Part II as he may elect.

Theoretical and practical knowledge required will conform to the following standards or their equivalents:

Part I.—The Principles and Practice of Surveying—Breed and Hosmer.

The Theory and Practice of Surveying—Johnson.

Part II.—(a) Topographic Surveying—Wilson; Breed and Hosmer, Vol. II, Parts I and II; Methods in Use by U. S. Geological Survey.

(b) Breed and Hosmer, Vol. II, Part III; Methods in Use by U. S. Coast and Geodetic Survey; Methods in Use by U. S. Lake Survey.

(c) Johnson, Chapters IX and XIII, and Railroad Construction—Webb, Part I, Chapters I, II, and III.

SUBJECTS FOR MENTAL EXAMINATION OF CANDIDATES FROM THE ARMY FOR APPOINTMENT AS SECOND LIEUTENANT IN THE COAST ARTILLERY CORPS.

[Civilian candidates are examined in these subjects. See par. 32.]

23. Each applicant who is physically qualified or desires to undergo the mental examination notwithstanding his physical defects, will be examined mentally in the following subjects, subject to the exemptions noted in paragraph 5.

GROUP I.

	Weight.
1. United States History and Constitution-----	1
2. Geography-----	1
3. Elementary English-----	1
4. Algebra-----	1
5. Geometry-----	1
6. Trigonometry-----	1

GROUP II.

1. Elementary French, German, or Spanish, as the applicant may elect-----	1
2. General history-----	1
3. Elementary electricity-----	1
4. Elementary mechanics-----	1
5. Elementary chemistry-----	1

Also in one of the following subjects:

GROUP III.		Weight.
1. Advanced English	-----	2
2. Advanced French	-----	2
3. Advanced German	-----	2
4. Advanced Spanish	-----	2
5. Advanced surveying	-----	2
6. Advanced mathematics	-----	2
7. Advanced electricity	-----	2
8. Advanced mechanics	-----	2

OPTION.

The candidate, before entering upon the mental examination will submit to the board in writing his choice of subject in Group III, and in 1 of Group II, and thereafter no change of subjects will be allowed.

The scope of the examination in the subjects of Groups I, II (except subjects 3, 4, and 5), and III (except subjects 6, 7, and 8) is given in paragraph 22 of this order.

24. The scope of the examination in elementary electricity, mechanics, and chemistry will be that of a high school or preparatory school examination in these subjects and will cover only so much of the subjects as is usually considered necessary as a general foundation or preparation for beginning one of the scientific courses at recognized colleges or technical schools. The scope of the subjects is that covered by the following, or any other recognized textbooks of an equivalent standard, viz:

Lessons in Practical Electricity (Swoope, lessons 1 to 23).

A Text Book of Physics (Wentworth and Hill).

Elementary Chemistry (Clarke and Dennis).

The scope of the examination in advanced mathematics, electricity, or mechanics will be that of a final examination in these subjects given by certain correspondence schools, and by recognized colleges and technical schools at the end of the sophomore or junior years in the scientific courses, and the scope of the subjects covered by the following or any other recognized textbooks of an equivalent standard, viz:

For advanced mathematics:

Differential calculus, McMahon and Snyder.

Integral calculus, D. A. Murray.

Analytical geometry, Tanner and Allen.

For advanced electricity: Elements of Electrical Engineering, Vol. 1, Franklin and Esty.

For advanced mechanics: International Library of Technology, covering the subjects of steam engines, steam boilers, gas-engine management, carburetors, electrical ignition and gas producers.

APPOINTMENTS.

25. The final examination is competitive and for a specified number of vacancies. The board which conducts the final examination will recommend for appointment only such number, in the order of merit established by the final examination, as will equal the number of vacancies apportioned to enlisted competitors by the Secretary of War, and no greater number will be reported as having passed. No competitor will be recommended by the board who is not physically and morally qualified for the position of second lieutenant in the Army, nor any whose general average on the mental examination is less than 70 per cent, or less than 65 per cent in any subject, but the mere fact that a candidate makes a general average of 70 per cent or more will not give him any right or title to appointment.

AWARDING OF MARKS.

26. The board convened to mark the papers will award marks in each subject on a scale of 100; these marks will then be multiplied by the relative weight of the corresponding subject, as given in paragraphs 21 or 23 of this order, and the total of the products divided by the total weight, as in the following example:

Candidate's name: A. B., Class D.

No.	Subject.	Mark.	Weight.	Product of marks by weights.
1	United States History and Constitution.....	80	1	80
2	Geography.....	86	1	86
3	Elementary English.....	74	1	74
4	Algebra.....	91	1	91
5	Geometry.....	85	1	85
6	Trigonometry.....	90	1	90
7	Elementary Spanish (French or German).....	87	1	87
8	General history.....	77	1	77
9	Elementary surveying.....	90	1	90
10	Advanced Spanish.....	83	2	166
Total.....			11	926
General average.....				84.18

APPOINTMENTS OF SECOND LIEUTENANTS FROM CIVIL LIFE.

GENERAL PROVISIONS.

27. An appointment as second lieutenant in the Army will be awarded annually to one honor graduate of each institution designated as a "distinguished college," provided sufficient vacancies exist after the appointment of graduates of the United States Military Academy and of the successful competitors in the annual examination of enlisted men.

The honor graduate of the "distinguished college" must be a member of the class graduating from that institution in the year in which his appointment to the Army is made. He will not be required to take any mental examination.

APPLICATIONS.

28. Applications for designation should be addressed upon the prescribed form to The Adjutant General of the Army. Copies of the prescribed form may be obtained upon application to The Adjutant General of the Army, and, when filled and returned, should be accompanied by three or four letters of recommendation as to character from persons of the community in which the applicant has lived.

29. Upon receipt of such application The Adjutant General will issue letters of designation to those applicants whom the War Department desires to appear for examination.

EXAMINING BOARDS.

30. Candidates will be authorized to report for examination at such military posts in the vicinity of their homes as may be designated in each case. The examination will be conducted by a board to consist of two medical officers and two or more line officers, appointed by the commanding officer at the post designated.

PHYSICAL EXAMINATION.

31. The physical examination will be as prescribed in paragraph 10.

MENTAL EXAMINATION.

32. Upon the completion of the physical examination, the mental examination as prescribed in paragraphs 18, 21, and 22, or 18, 23, and 24, as the case may be, will follow.

MORAL CHARACTER.

33. All candidates shall submit to the officer conducting the mental examination testimonials or certificates as to their moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the examination papers.

SUITABILITY FOR MOUNTED SERVICE.

34. Upon the completion of the mental examination the examination prescribed in paragraph 19 will follow.

COMPLETION OF PROCEEDINGS.

35. Examination papers when completed will be forwarded to The Adjutant General of the Army. Marks upon the examination papers will be awarded by the War Department.

CLASSIFICATION OF CANDIDATES.

36. Candidates will be classified as follows:

Class A.—Honor graduates of "distinguished colleges," who must be members of the classes graduating from the several institutions in the year in which appointments to the Army are made.

Class B.—Honor graduates of institutions of learning at which Army officers are detailed as professors of military science and tactics, who have at any time been designated as honor graduates of "honor schools," as well as those graduates who have been reported in the past as honor graduates of institutions formerly designated as "distinguished institutions," and who may at any time become candidates for commission in the Army, shall be given certain privileges of precedence in appointment as indicated in paragraph 39.

Class C.—Other graduates of institutions of learning at which Army officers are detailed as professors of military science and tactics and which are classified as class MC and class C at date of the candidate's graduation; members of the Organized Militia of not less than three years' creditable service in the militia.

Class D.—Other candidates.

GRADING OF CANDIDATES.

37. Candidates will be graded according to merit as established by their averages. Those whose general average is 85 per cent or more will be graded separately in their several classes, as described in paragraph 36. Those whose general average is 75 per cent or more and less than 85 per cent will be graded in one list without regard to class.

AWARDING OF MARKS.

38. Marks will be awarded as prescribed in paragraph 26.

APPOINTMENTS.

39. Vacancies remaining after the appointment of qualified enlisted candidates will be filled: First, from those candidates belonging to class A; second, from those candidates whose general average is 85 per cent or more by taking first those of class B, second those of class C, and third those of class D; third, the remaining available vacancies will then be filled in order of merit from the list of candidates, without regard to the classification, whose general average upon the competitive examination is 75 per cent or more.

No candidate will be appointed who is not physically or morally qualified, nor whose general average is less than 75 per cent, or whose mark in any subject is less than 70 per cent, except those candidates belonging to class A, who are exempt from any mental examination. The mere fact that a candidate makes a general average of 75 per cent or more will not give him any title to an appointment.

The examination will be competitive, and the board will recommend for appointment only such number of candidates as equal the number of vacancies apportioned by the Secretary of War for civilian candidates. (*G. O. 64, 1915—2301790, A. G. O.*)

6. Corps of Engineers, from civil life.—1. Regulations regarding the examination and appointment of persons in civil life to be second lieutenants in the Corps of Engineers.

2. The law governing the appointment of persons in civil life as second lieutenants in the Corps of Engineers is given in the

following extracts from the act of Congress approved February 27, 1911:

* * * Vacancies in the grade of second lieutenant in the Corps of Engineers shall hereafter be filled, as far as may be consistent with the interests of the military service, by promotions from the Corps of Cadets at the United States Military Academy: *Provided*, That vacancies remaining in any fiscal year after the assignment of cadets of the class graduating in that fiscal year may be filled from civil life as hereinafter provided: * * *

To become eligible for examination and appointment, a civilian candidate for the appointment as second lieutenant must be an unmarried citizen of the United States between the ages of twenty-one and twenty-nine, who holds a diploma showing graduation in an engineering course from an approved technical school, and is eligible for appointment as a junior engineer under the Engineer Bureau of the War Department. Selection of eligible civilians for appointment, including term of probation, shall be made as the result of such competitive examination into the mental, moral, and physical qualifications, and under such rules and regulations as shall be recommended by the Chief of Engineers and approved by the Secretary of War.

Candidates from civil life will be selected by competitive examination from those designated by the War Department on the recommendation of the Chief of Engineers. Applications for designation should be addressed to The Adjutant General of the Army, and must include a signed statement showing the applicant's date of birth, also whether he is married or single, and also whether or not he is a citizen of the United States by birth or naturalization. Applications will be accompanied by the original or a certified copy of a diploma or other sufficient certificate showing graduation in an engineering course of a well-established, high-grade technical school, and evidence that the applicant is eligible for appointment as a junior engineer in the Engineer Bureau of the War Department. No applicant will be designated for examination who is not eligible for appointment on the date set for the examination. No person who has been a cadet in the United States Military Academy or a midshipman at the United States Naval Academy will, under any circumstances, be commissioned ahead of his class or the corresponding class at the Military Academy; and any person already in the Army or Navy must become a civilian before he can be considered for examination.

Diplomas or certificates will be accepted, in determining eligibility of candidates, only from well-recognized technical

schools in which are given engineering courses of high order, and which may be approved by the Secretary of War on the recommendation of the Chief of Engineers.

3. Eligibility for original appointment as junior engineer (civil, mechanical, and electrical) under the Engineer Bureau of the War Department is determined by the rules of the United States Civil Service Commission and may be secured (1) by passing successfully the examination prescribed by the Civil Service Commission for such position in its manual of examinations, (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7 (Section III), General Orders, No. 14, Office of the Chief of Engineers, December 27, 1910, and (3) by transfer from another branch of the departmental service to the Engineer Bureau under Rule X of the Rules of the Civil Service. Eligibility for reappointment as junior engineer of persons who have been separated from the service is governed by the regulations prescribed in Section V, General Orders, No. 14, Office of the Chief Engineers, December 27, 1910. Copies of the Manual of Examinations (issued semiannually) and the Rules of the Civil Service may be obtained by application to the United States Civil Service Commission, Washington, D. C. Copies of General Orders, No. 14, Office of the Chief of Engineers, December 27, 1910, may be obtained by application to the Chief of Engineers, Washington, D. C.

4. Eligible candidates designated by the War Department to take the prescribed competitive examinations will be authorized to report for examination at such military posts as may be designated in each case, and the examination will be conducted by a board to consist of two medical officers and one or more other commissioned officers, designated by the post commander. The duties of the medical officers shall be confined to inquiring into and reporting upon the physical qualifications of the candidates, and the duty of the other commissioned officers shall be to supervise the mental examination, which will be written. The questions for this examination will be prepared under the supervision of the Chief of Engineers and furnished by The Adjutant General of the Army to the senior officer of the board other than a medical officer. The physical examination will be conducted first and will be followed by the mental examination, which will take place in the presence of the officers of the board other than medical

officers, at least one of whom must be present at all times during the mental examination.

Each examination paper will contain a certificate from one of the officers of the board other than medical officers that the candidate has undergone the examination in his presence and without assistance from any one.

Examination papers when completed will be forwarded with the certificate of the medical officers to The Adjutant General of the Army. Marks upon the examination papers will be awarded by a board of three officers of the Corps of Engineers designated by the War Department.

MORAL CHARACTER.

5. All candidates shall submit to the officer supervising the mental examination testimonials or certificates as to their moral character and fitness for the position of a commissioned officer, as well as statements of their practical experience in an engineering capacity, and these testimonials, certificates, and statements will be forwarded with the examination papers.

PHYSICAL EXAMINATION.

6. Any candidate who fails to pass this examination will be rejected, but should he so desire he will be permitted to undergo the mental examination with the distinct understanding that such examination will not confer upon him any right to appointment should his physical disability finally be regarded as disqualifying. Examination as to physical qualifications will conform to the standard required of recruits, except that any candidate whose degree of vision is less than 20/40 in either eye, or who is color blind for red, green, or violet, will be rejected. The physical examination will be made complete in each case, even though a deficiency be discovered, so as to ascertain whether any other defects exist. It is highly desirable that where a candidate is rejected for any physical cause, the cause of rejection should be so clearly established as to be conclusive of the reasonableness and propriety of the rejection, and in cases where physical fitness appears doubtful the board should require the production of such testimony as to the medical history of the candidate and of his family as may be obtainable.

COMPETITIVE MENTAL EXAMINATION.

7. Each candidate who is physically qualified or who desires to undergo the competitive mental examination notwithstanding his physical defects, will then be examined mentally in the following subjects, which will have the relative weights indicated:

No.	Subject.	Relative weight.
1	English grammar and orthography, both to be judged by all the papers submitted by the candidate.....	2
2	Elementary French, German, or Spanish, as the applicant may elect.....	2
3	Optional subject..... Under this subject the applicant will be examined upon one of the following, as he may elect: (a) General history, to include the important facts of ancient history, of the history of medieval Europe, and of the political, social, and economic history of modern times. Also the fundamental principles of civil government, historically considered with special reference to the United States. (b) The elements of constitutional and international law. (c) A thorough working knowledge of any modern language.	2
4	Physics, including electricity and magnetism, heat, sound, and light.....	4
5	Chemistry, geology, and mineralogy.....	4
6	Topographic, hydrographic, and geodetic surveying, including the elements of practical astronomy.....	10
7	Descriptive geometry and drawing.....	6
8	Theoretical and applied mechanics.....	12
9	Theory and practice of engineering construction, including buildings, highways, bridges, retaining walls, dams, foundations, water-supply and sewerage systems, and materials of construction.....	18

The scope of the examination in each subject is as indicated in the following: Where textbooks are given, it is covered by these books or other well-recognized books of equivalent standard:

(1) English grammar and orthography: Any standard United States public-school textbooks.

(2) Elementary French, German, and Spanish:

(a) French: Grammar and composition—Elementary French, Aldrich and Foster; Introductory French Composition, François. Reading and translation—Elementary French Reader, Douay; standard French authors, Guerlac.

(b) German: Grammar and composition—Practical German Grammar, Thomas (1905 edition). Reading and translation—Wilhelm Tell, Schiller; Hermann and Dorothea, Goethe; Der Trompeter von Sakkingen, Scheffel.

(c) Spanish: Grammar and composition—Spanish grammar, Olmsted and Gordon; Spanish prose composition, Crawford. Reading and translation—Spanish reader and translation, Tolon; Spanish tales, Hill; *Lecturas Hispanas Modernas*, Elias.

(3) Optional subject:

(a) General history: *Outlines of Universal History*, Fisher; *School History of United States*, Fiske.

(b) The Elements of Constitutional and International Law: Constitutional law, E. G. Davis; international law G. B. Davis.

(c) A thorough working knowledge of any modern language: A candidate selecting as his optional subject "A thorough working knowledge of any modern language" will be assumed to have a general knowledge of the literature of the language, and an ability to speak it, and will be required to write in the language selected a composition of not less than 300 words upon an assigned subject.

(4) Physics, including electricity and magnetism, heat, sound, and light: *Ganot's Physics* (18th edition).

(5) Chemistry, Geology, and Mineralogy: *General Chemistry*, Smith; *The Elements of Geology*, Norton; *Important Minerals and Rocks*, Tillman.

(6) Topographic, hydrographic, and geodetic surveying, including the elements of practical astronomy: *Theory and Practice of Surveying*, Johnson-Smith.

(7) Descriptive geometry and drawing: *Descriptive geometry*, Church; *technic of mechanical drafting*, Reinhardt.

(8) Theoretical and applied mechanics: *Mechanics of Engineering*, Church.

(9) Theory and practice of engineering construction, including buildings, highways, retaining walls, dams, foundations, water-supply and sewerage systems, and materials of construction; *Civil Engineering*, Fiebeger; *A Treatise on Masonry Construction*, Baker, 10th Edition; *Theory of Structures*, Spofford; *Elements of Sanitary Engineering*, Merriman; *Materials of Construction*, Johnson.

Each candidate in submitting his application for designation will indicate in writing the language he elects for his examination in subject No. 2, and also which of the optional subjects given under subject No. 3, he selects. After having once indicated the language and the optional subject no change will be allowed.

8. In awarding marks the general average of the candidate will be computed as follows:

Each question will be marked according to its relative weight and the aggregate of marks thus obtained in each subject will be reduced to a scale in which 100 corresponds to perfect. The result will give the mark in the subject. The mark in each subject will be multiplied by the number indicating the relative weight of the subject and the sum of the products will be divided by the sum of the relative weights. The result will be the general average for the examination.

No candidate will be considered as having passed a satisfactory mental examination who fails to attain a general average of at least 80 per cent on such examination, or who fails to attain a mark of at least 67 per cent in each and every subject included therein.

When the board of Engineer officers marking the papers shall have acted on the examination papers of all the candidates, it will prepare separate proceedings in the case of each candidate and also a tabulated statement showing the order of their relative merit as developed by the competitive mental examination, and forward the proceedings with all papers pertaining thereto to The Adjutant General of the Army.

9. From those candidates who pass the physical and mental examinations satisfactorily and who are found to be morally qualified, selections will be made by the War Department on the recommendation of the Chief of Engineers in order of relative merit, excepting as hereinafter provided, as determined by the competitive mental examination, for probational appointment as second lieutenants in the Corps of Engineers. The number of probational appointments will not exceed the number of vacancies existing in the grade of second lieutenant at the end of the previous fiscal year after the assignment of cadets of the class graduating from the United States Military Academy in that fiscal year, and the mere fact that a candidate has passed satisfactorily the competitive mental examination will not give him any right or title to a probational appointment. No candidate, whatever may be his mark, will be held over to fill a subsequent vacancy.

Acceptable candidates from approved technical schools who can show also at least one year's continuous service as a commissioned officer in State military organizations, or at least one year's training in a well-established military organization

of their technical school, and who receive at their mental examination an average of 90 per cent or more, shall be given preference over all others who can not show proof of such military service or training.

No person who fails to pass satisfactorily the competitive mental examination will be admitted to a subsequent examination before the next general examination, and no person who fails twice to pass satisfactorily the examination will thereafter be admitted to examination.

Probational appointment as second lieutenant in the Corps of Engineers will be made for a period of one year, and persons so appointed shall be entitled to the rank, pay, and allowances of second lieutenants and shall be subject to the Rules and Articles of War and regulations for the government of the Army of the United States.

Candidates, on the acceptance of their probational appointments as second lieutenants in the Corps of Engineers, and on taking the prescribed oath of office, will be assigned for instruction and observation during their year of probation to a battalion of Engineers stationed in the United States.

Probational appointment as second lieutenant, unless vacated sooner by resignation or dismissal, shall cease and determine one year from the date of such appointment, and persons holding such appointments will, subject to passing satisfactorily their final examinations, be appointed as second lieutenants in the Corps of Engineers to rank as such from the date of their probational appointments, and will then be immediately assigned to duty with engineer troops.

Shortly before the expiration of their probational appointments they will be given a final examination to determine their general physical, moral, and professional qualifications for permanent appointment in the military service. This examination will be conducted by boards of officers convened by the War Department at the military posts where the officers to be examined are serving or at such other place as may be most convenient.

The organization and procedure of these boards for final examinations will conform to that prescribed for boards convened for the examination of officers of the Corps of Engineers to determine their fitness for promotion; and at this examination physical, mental, and moral qualifications will again be considered.

The final examination will be upon the following subjects:

- a.* Administration.
- b.* Duties of Engineer officers and troops in war.
- c.* Field Service Regulations.
- d.* Drill Regulations and Ponton Manual.
- e.* Small-Arms Firing Manual.
- f.* Military law.
- g.* Military engineering.
- h.* Ordnance and gunnery.
- i.* Military hygiene.
- j.* Hippology.
- k.* Military record and aptitude as certified to by company, post, and battalion commanders and judged by the examining board.

The scope of this final examination shall include such knowledge of subjects *a* to *j*, inclusive, as should reasonably be acquired in about one year's service, including the course of the garrison school, and supplemented by professional reading and study.

The examination in subject *k* will include such practical exercises as the board may deem necessary to demonstrate the capacity of the officer being examined for the proper performance of the duties of second lieutenant in the Corps of Engineers.

To pass successfully the final examination a mark of 75 per cent will be required in each subject included therein, and probational officers who fail to attain such percentages in the final examination, or who fail to pass a satisfactory physical examination, or who have for other satisfactory reason been found to be unsuited for the service, will be honorably discharged the service of the United States on the expiration of their probational appointments.

The record of the examining board shall be submitted as required for examining boards for promotion, the findings of the board being stated according to circumstances as indicated below.

"The board is of the opinion that ———— has the physical, moral, and professional qualifications to perform the duties of second lieutenant in the Corps of Engineers, and does recommend his appointment thereto," or "has not the physical, moral, and professional qualifications to perform the duties of second lieutenant in the Corps of Engineers and does not recommend his appointment thereto."

The recommendation of the examining board shall be final as to the mental and moral qualifications of probational officers for appointment as second lieutenants in the Corps of Engineers, and no probational officer shall be so appointed excepting on the recommendation of that board. (*G. O. 20, 1914—1832776, A. G. O.*)

7. Chaplains.—Information respecting the appointment and duties of chaplains in the Army and regulations to govern the examination of candidates for appointment as chaplains.

The existing laws prescribe the following requirements, which must be met as preliminary to an appointment by the President as chaplain: First, that the candidate is a regularly ordained minister of some religious denomination; second, that he is in good standing in such denomination; third, that he is recommended for appointment by some authorized ecclesiastical body or by not less than five accredited ministers of the same; fourth, that he shall not have passed the age of 40 years; and, fifth, that he shall have "passed satisfactorily such examination as to his moral, mental, and physical qualifications as may be prescribed by the President," unless he has demonstrated such qualifications in service as chaplain during the war with Spain. (Sec. 1123, R. S.; acts Mar. 2, 1899, and Feb. 2, 1901.)

The duties required by law of chaplains are that they shall hold appropriate religious services for the benefit of the commands to which assigned; that they shall perform appropriate burial services at the burial of officers and soldiers who may die in such commands, and that they shall give instruction to the enlisted men in the common English branches of education. (Secs. 1124, 1125, R. S.)

EXAMINATION OF CANDIDATES.

Boards of examination, which shall include at least one medical officer, will be appointed by the Secretary of War for the examination of candidates who may be designated by the President.

No candidate will be examined who is not a citizen of the United States, or who does not conform to the preliminary requirements prescribed by law.

The examination as to fitness will cover physical, educational, and professional or clerical qualifications.

A thorough physical examination will be made by the medical member or members of the board whose certificate shall

accompany its proceedings. If there be found to exist any disqualification that might impair the efficiency of the candidate as a chaplain, the cause thereof will be fully stated in the certificate. -

The examination as to educational and professional qualifications will be in writing and will include the following subjects:

1. Extent of school, academic or collegiate, and theological education.

2. Pastoral work as clergyman.

3. Experience in teaching.

4. English grammar and composition.

5. Writing and spelling.

6. Arithmetic, elementary, including addition, subtraction, multiplication, and fractions, with general statement of the candidate as to what knowledge he may possess, if any, of other mathematics.

7. Geography, particularly in reference to the United States.

8. History, particularly of the United States, and outlines of general history.

In awarding marks the board will give an aggregate weight of 1,600, to be distributed and attached to the several subjects of examination as follows:

1. Physical examination-----	100
2. Attendance at schools and academies-----	100
3. Attendance at college-----	200
4. Attendance at theological seminary-----	100
5. Pastoral work as clergyman-----	300
6. Teaching-----	200
7. Writing and spelling-----	150
8. Arithmetic-----	100
9. English grammar and composition-----	150
10. Geography-----	100
11. History-----	100

A candidate will not be passed by the board who shall not be awarded an average of 65 per cent in each subject of examination, excepting attendance at school or college and at a theological seminary and experience in teaching (numbered 2, 3, 4, and 6, respectively), and a general average of 70 per cent in the subjects other than those excepted.

QUESTIONS FOR PERSONAL RECORD OF CANDIDATE.

1. Give date and place of your birth.
2. Are you married or single?

3. Are you a citizen of the United States? If so, state whether native born or naturalized.

4. What district, select, or graded schools, or what academies or preparatory schools, if any, have you attended? Describe the schools thoroughly and give limiting dates in each case.

5. Are you a graduate of a regularly incorporated college, or have you passed through any portion of a regular college course? Answer in the same detail as in question 4.

6. Have you ever pursued a course of study at a theological seminary? State what portion of such course of study, if any, has been taken by you. Have you ever attended what is known as a "school for Christian workers"? If so, state name of school and the time during which you were in attendance.

7. When and where were you ordained or licensed to preach? In what denomination were you ordained?

8. Give a brief history of the pastoral charges which you have had since entering the ministry, with dates, location of church, the membership, etc.

9. What experience, if any, have you had as a teacher? Give name and grade or character of schools taught by you, with length of service as a teacher in each case.

10. Have you ever attended a normal school? Have you a teacher's certificate received by you from a board authorized to give such certificate? Please submit copies of such certificates in answer to this question. (*Cir.* 24, 1908—1203905 A, M. S. O.)

PROMOTIONS.

8. **Examinations for promotion of officers.**—1. Laws and regulations governing the examination for promotion of officers of the permanent military establishment and for the reappointment and selection for promotion of officers of Philippine Scouts.

LAWS.

(a) AN ACT To provide for the examination of certain officers of the Army and to regulate promotions therein.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That hereafter promotion to every grade in the Army below the rank of brigadier general, throughout each arm, corps, or

department of the service, shall, subject to the examination hereinafter provided for, be made according to seniority in the next lower grade of that arm, corps, or department: *Provided*, That in the line of the Army all officers now above the grade of second lieutenant shall, subject to such examination, be entitled to promotion in accordance with existing laws and regulations.

SEC. 2. That officers of grades in each arm of the service shall be assigned to regiments and transferred from one regiment to another as the interests of the service may require, by orders from the War Department, and hereafter all appointments in the line of the Army shall be by commission in an arm of the service and not by commission in any particular regiment.

SEC. 3. That the President be, and he is hereby, authorized to prescribe a system of examination of all officers of the Army below the rank of major to determine their fitness for promotion, such an examination to be conducted at such times anterior to the accruing of the right to promotion as may be best for the interests of the service: *Provided*, That the President may waive the examination for promotion to any grade in the case of any officer who in pursuance of existing law has passed a satisfactory examination for such grade prior to the passage of this act: *And provided*, That if any officer fails to pass a satisfactory examination and is reported unfit for promotion the officer next below him in rank, having passed said examination, shall receive the promotion: *And provided*, That should the officer fail in his physical examination and be found incapacitated for service by reason of physical disability contracted in line of duty he shall be retired with the rank to which his seniority entitled him to be promoted; but if he should fail for any other reason he shall be suspended from promotion for one year, when he shall be reexamined, and in case of failure on such reexamination he shall be honorably discharged with one year's pay from the Army: *And provided further*, That the examination of officers appointed in the Army from civil life, or of officers who were officers of volunteers only, or were officers of the militia of the several States called into the service of the United States, or were enlisted men in the regular or volunteer service, either in the Army, Navy, or Marine Corps, during the War of the Rebellion, shall be conducted by boards composed

entirely of officers who were appointed from civil life or of officers who were officers of volunteers only during said war, and such examination shall relate to fitness for practical service and not to technical and scientific knowledge; and in case of failure of any such officer in the reexamination hereinbefore provided for he shall be placed upon the retired list of the Army; and no act now in force shall be so construed as to limit or restrict the retirement of officers as herein provided for.

Approved, October 1, 1890.

- (b) AN ACT Amending the act of October first, eighteen hundred and ninety, entitled "An act to provide for the examination of certain officers of the Army and to regulate promotion therein."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section three of the act of October first, eighteen hundred and ninety, entitled "An act to provide for the examination of certain officers of the Army and to regulate promotions therein," is hereby amended by adding thereto the following: "*And provided further,* That officers entitled by this section to examination by a board composed entirely of officers who were appointed from civil life, or who were officers of volunteers only during the war, may, by written waiver filed with the War Department, relinquish such right, in which case the examination of such officers shall be conducted by boards composed as shall be directed by the Secretary of War."

SEC. 2. That the examination of officers of the Corps of Engineers and Ordnance Department who were officers or enlisted men in the regular or volunteer service, either in the Army, Navy, or the Marine Corps, during the War of the Rebellion, shall be conducted by boards composed in the same manner as for the examination of other officers of their respective corps and department; and the examination shall embrace the same subjects prescribed for all other officers of similar grades in the Corps of Engineers and Ordnance Department, respectively.

Approved, July 27, 1892.

- (c) AN ACT To increase the efficiency of the Medical Department of the United States Army.

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SEC. 5. That no officer of the Medical Corps below the rank of lieutenant colonel shall be promoted therein until he shall

have successfully passed an examination before an Army medical board consisting of not less than three officers of the Medical Corps, to be designated by the Secretary of War, such examination to be prescribed by the Secretary of War and to be held at such time anterior to the accruing of the right to promotion as may be for the best interests of the service: *Provided*, That should any officer of the Medical Corps fail in his physical examination and be found incapacitated for service by reason of physical disability contracted in the line of duty, he shall be retired with the rank to which his seniority entitled him to be promoted; but if he should be found disqualified for promotion for any other reason a second examination shall not be allowed, but the Secretary of War shall appoint a board of review to consist of three officers of the Medical Corps superior in rank to the officer examined, none of whom shall have served as a member of the board which examined him. If the unfavorable finding of the examining board is concurred in by the board of review, the officer reported disqualified for promotion shall, if a first lieutenant or captain, be honorably discharged from the service with one year's pay; and, if a major, shall be debarred from promotion, and the officer next in rank found qualified shall be promoted to the vacancy. If the action of the examining board is disapproved by the board of review, the officer shall be considered qualified and shall be promoted.

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Approved, April 23, 1908.

(d) AN ACT Making appropriation for the support of the Army for the fiscal year ending June thirtieth, nineteen hundred and ten.

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Provided, That any major of the Medical Corps on the active list of the Army who, at his first examination for promotion to the grade of lieutenant colonel in said corps, has been or shall hereafter be found disqualified for such promotion for any reason other than physical disability incurred in the line of duty shall be suspended from promotion and his right thereto shall pass successively to such officers next below him in rank in said corps as are or may become eligible to promotion under existing law during the period of his suspension; and any officer suspended from promotion, as hereinbefore provided, shall be reexamined as soon as practicable after the expiration of one year from the date of the

completion of the examination that resulted in his suspension; and if on such reexamination he is found qualified for promotion, he shall again become eligible thereto; but if he is found disqualified by reason of physical disability incurred in line of duty, he shall be retired, with the rank to which his seniority entitled him to be promoted; and if he is not found disqualified by reason of such physical disability, but is found disqualified for promotion for any other reason, he shall be retired without promotion.

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Approved, March 3, 1909.

(c) AN ACT Fixing the status of the Porto Rico Provisional Regiment of Infantry.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That on and after the thirtieth day of June, nineteen hundred and eight, the Porto Rico Provisional Regiment of Infantry shall be designated the Porto Rico Regiment of Infantry of the United States Army. * * *

SEC. 2. That the field officers of said regiment shall be one lieutenant colonel and two majors, who shall be detailed for four years by the President from officers not below the rank of captain of the Army.

SEC. 3. That the present captains and lieutenants of the Porto Rico Provisional Regiment of Infantry appointed or who were reappointed after a mental, physical, and professional examination, may be recommissioned as officers of the Porto Rico Regiment of Infantry.

SEC. 4. That vacancies in the grade of second lieutenant may be filled by the President in his discretion by the appointment of citizens of Porto Rico whose qualifications for commission shall be established by examination.

SEC. 5. That promotions to the grade of first lieutenant and captain shall be according to seniority within the regiment, subject to the examination provided by law. All appointments and promotions herein provided for shall be made with the advice and consent of the Senate. Officers of the Porto Rico Regiment of Infantry shall have the same rank, pay, rights, and allowances provided by law for officers of similar rank in the Army of the United States, except as herein provided with regard to promotion. Any of the officers provided for by section three who may have become incapacitated

tated for active service by reason of disability incident to the service shall be placed upon the retired list with the rank to which they would otherwise be entitled.

SEC. 6. That all laws or parts of laws inconsistent with the provisions of this act are hereby repealed.

Approved, May 27, 1908.

(f) AN ACT To increase the efficiency of the permanent military establishment of the United States.

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SEC. 32. That when the exigencies of the service of any officer who would be entitled to promotion upon examination require him to remain absent from any place where an examining board could be convened, the President is hereby authorized to promote such officer, subject to examination, and the examination shall take place as soon thereafter as practicable. If upon examination the officer be found disqualified for promotion, he shall, upon the approval of the proceedings by the Secretary of War, be treated in the same manner as if he had been examined prior to promotion.

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SEC. 36. That when in his opinion the conditions in the Philippine Islands justify such action the President is authorized to enlist natives of those islands for service in the Army, to be organized as scouts, with such officers as he shall deem necessary for their proper control, or as troops or companies, as authorized by this Act, for the Regular Army. The President is further authorized, in his discretion, to form companies organized as are companies of the Regular Army, in squadrons or battalions, with officers and noncommissioned officers corresponding to similar organizations in the Cavalry and Infantry arms. * * *

The majors to command the squadrons and battalions shall be selected by the President from captains of the line of the Regular Army, and while so serving they shall have the rank, pay, and allowances of the grade of major. The captains of the troops or companies shall be selected by the President from first lieutenants of the line of the Regular Army, and while so serving they shall have the rank, pay, and allowances of captain of the arm to which assigned. The squadron and battalion staff officers, and first and second lieutenants of companies, may be selected from the noncommissioned

officers or enlisted men of the Regular Army of not less than two years' service, or from officers or noncommissioned officers or enlisted men serving or who have served in the volunteers subsequent to April twenty-first, eighteen hundred and ninety-eight, and officers of those grades shall be given provisional appointments for periods of four years each, and no such appointments shall be continued for a second or subsequent term unless the officer's conduct shall have been satisfactory in every respect. * * *

When, in the opinion of the President, natives of the Philippine Islands shall, by their services and character, show fitness for command, the President is authorized to make provisional appointments to the grade of second and first lieutenants from such natives, who, when so appointed, shall have the pay and allowances to be fixed by the Secretary of War, not exceeding those of corresponding grades of the Regular Army.

Approved, February 2, 1901.

(g) AN ACT To create the office of captain in the Philippine Scouts.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the office of captain in the Philippine Scouts is hereby created as a grade of rank in the military establishment. Such captains shall be selected from officers of the grade of first lieutenants in said scouts, and shall be given provisional appointments for periods of four years each, and no such appointments shall be continued for a second or subsequent period unless the officers' conduct shall have been satisfactory in every respect: *Provided*, That the number of officers provisionally appointed under the terms of this Act shall not at any time exceed the number of companies of said native troops which may be formed by the President from time to time for service in the Philippine Islands.

Approved, May 16, 1908.

(h) AN ACT To recognize and promote the efficiency of Army chaplains.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That hereafter the President may, from time to time, select from among the chaplains of the Army any chaplains having not less than ten years' service, in the grade of captain, who shall

have been commended as worthy of special distinction for exceptional efficiency by the regimental or district commanders with whose commands they may be serving as chaplains, approved through regular military channels, and may, with the advice and consent of the Senate, promote such regimental or Artillery chaplains to be chaplains with the grade, pay, and allowances of major; every such promotion being made with a view to active service until the statutory age for the compulsory relinquishment thereof, except in cases of physical disability incurred in the line of duty: *Provided*, That the total number in active service so promoted shall not at any time exceed fifteen. * * *

Approved, April 21, 1904.

REGULATIONS.

I.

2. The following regulations under the foregoing laws are prescribed by the President for the examination of officers of the Regular Army and of the Porto Rico Regiment of Infantry.

EXAMINING BOARDS.

Constitution.

3. Boards for the examination of officers of the several staff corps and departments and of the Coast Artillery Corps will be convened by the War Department; those for the examination of officers of Cavalry, Field Artillery, and Infantry by the commanders of territorial departments of tactical divisions and of separate brigades.

4. Boards for the examination of officers of the several staff corps and departments and of the Coast Artillery Corps serving within the continental limits of the United States¹ will be convened at the following places:

Medical Corps.—Washington, D. C., and Presidio of San Francisco, Cal.

Corps of Engineers.—New York City, N. Y., and San Francisco, Cal.

Signal Corps.—Fort Leavenworth, Kans.

Coast Artillery Corps.—Fort Monroe, Va., and Presidio of San Francisco, Cal.

¹ Includes Alaska and the Canal Zone.

When it is probable that the time for the examination of an officer of any of the staff corps or departments or of an officer of the Coast Artillery Corps will arrive while he is serving without the continental limits of the United States he will, if practicable, be examined prior to his departure for such service. Should it become necessary, however, to examine him while on such tour of duty, he will be examined by a board convened in the territory where he is serving. If, however, it be impracticable to convene such board because of the lack of officers having the requisite technical knowledge, the professional examination will be prepared by one of the boards hereinbefore authorized and will be sent to the commander of the territorial department, tactical division, or separate brigade under whom the officer is serving. This commander will cause the examination to be conducted by one of the permanent boards in his command, but the professional part will be conducted in writing and will be returned to the War Department unmarked, with the board's findings and recommendations in other respects, as directed in this order. The professional examination will, when received, be returned to the board that prepared the professional part and will be passed upon by it. The recommendations of the latter board are limited to the matter of the professional examination. In such cases both boards will be governed by the provisions of this order as to the oaths administered and challenges.

5. The commander of each territorial department, tactical division, or separate brigade will convene (when necessary) a permanent board for each arm, as authorized in paragraph 3 of this order, at the most suitable place within his command provided with the necessary troops and matériel. He will order before the proper board such officers as the War Department may direct, subject to the following restrictions:

(a) Officers of the line (except of the Corps of Engineers, of the Coast Artillery Corps, and of the Field Artillery) serving in the Canal Zone, Panama, will be examined by boards, permanent, if possible, in that Zone.

(b) Officers of Field Artillery serving within the continental limits of the United States will be examined as follows:

Heavy, Light, and Horse Artillery at Fort Sill, Okla.; Mountain Artillery at Fort. D. A. Russell, Wyo., or another place where a battalion of Mounted Artillery may be serving.

Officers of the Field Artillery who have been transferred within a year from organizations equipped with matériel different from that of the organization with which they are serving at the date of examination may, at their own request, take the examination prescribed for officers of the organization with which they served prior to the date of transfer.

(c) Officers of the Porto Rico Regiment of Infantry (except the field officers) will be examined at San Juan, P. R.

6. When, on account of active operations in the field, the occupation of foreign territory, or other cause, officers are prevented from appearing before examining boards convened as hereinbefore provided, they will be examined as the War Department may direct, or they may be promoted subject to examination as provided in section 32 of the act of Congress approved February 2, 1901, hereinbefore quoted (*f*).

7. So far as practicable, examining boards will be permanent, members being replaced one at a time and at sufficient intervals apart to preserve a continuity of purpose and policy. They will be convened at the most suitable season for the work in hand so as to interfere as little as possible with the routine work of the Army. When a board is first convened for the year's work, it will, as a rule, dispose of all cases that are to come before it during the year, officers to be examined being called before the board by the president thereof so that the business of the board may proceed with thoroughness and dispatch.

Composition.

8. Except for the examination of officers of the Medical Corps, an examining board will consist of five officers, two from the Medical Corps, selected without regard to rank, and three, senior in rank to the officer being examined, and, when practicable, chosen from the corps, department, or arm (in the Field Artillery, the branch) to which he belongs. The junior of these three will be the recorder of the board. Except where the action of the entire board is required by this order, the medical officers will participate in the proceedings connected with the physical examination only. In the examination of chaplains, one member of the board will, when practicable, be a chaplain.

9. Boards for the examination of officers of the Medical Corps will consist of three officers of that corps senior in rank to the officer being examined. The junior will act as recorder.

10. Officers detailed as members of examining boards will be selected with special reference to their fitness for such detail and, so far as practicable, will be continued on that duty for a period of not less than two years. When engaged in the work of examination, they will not, as a rule, be required to perform duties that will interfere with their proper functions as members of the board. Specially qualified officers may be directed by the War Department to report to commanders of departments, of tactical divisions, and of separate brigades for duty on examining boards.

11. As soon as practicable after January 1 of each year the War Department will furnish commanders of territorial departments, tactical divisions, and separate brigades the names of officers that will be examined by boards convened by them within their respective commands during the year. If any officer so named is not serving under the department, division, or separate brigade commander, as the case may be, he will be directed by the War Department to report by letter to the proper commander for examination.

Procedure.

12. An examining board (including medical members) having assembled and the officer to be examined having appeared before it, the recorder will read the orders convening the board and directing the officer to report for examination. Members may then be challenged for cause, the relevancy and validity of the challenge being determined by the full board. If the number of members be reduced by challenge or otherwise, the board will adjourn, and the president thereof will report the facts to the convening authority for action. In matters of challenge and where the introduction of testimony becomes necessary, officers being examined may employ counsel if they so desire.

13. The right of challenge having been accorded, and all the members being present, the recorder, in the presence of the officer to be examined, will administer the following oath to the members: "You (naming the members other than himself) do swear (or affirm) that you will faithfully and impartially discharge your duties as members of this board in the matter now before you. So help you God." The president will then administer the following oath to the recorder: "You (naming him) do swear (or affirm) that you will faithfully

and impartially discharge your duties as a member of this board in the matter now before you, and that you will, according to your best ability, accurately and impartially record the proceedings of this board and the evidence to be given in the case in hearing. So help you God."

In case of affirmation, the closing sentence of adjuration will be omitted.

14. Should anything arise during the examination requiring the introduction of evidence, the testimony of witnesses will be taken, orally, if the witnesses are immediately available and it can be done without expense to the Government, otherwise, as a rule, by interrogatories and depositions prepared in accordance with the requirements of the Manual for Courts-Martial. Should it become necessary, in the opinion of the board, to procure the oral testimony of a witness not immediately available, the facts will be reported to the convening authority for action. All witnesses examined orally will be sworn by the recorder, the oath being the same as that administered to witnesses in trials by courts-martial. During such proceedings the officer being examined will be permitted to cross-examine witnesses and to submit evidence in his own behalf. All hearings of this nature will be conducted in open board and in the presence of the officer being examined. The conclusions reached and the recommendations made in each case will be regarded as confidential.

15. The examination of an officer for promotion will be conducted in the following order:

- (a) As to physical fitness and skill in horsemanship.
- (b) As to general efficiency.
- (c) As to professional fitness.

Examination as to physical fitness and skill in horsemanship.

16. After a careful consideration of the medical history referred to the board as prescribed in paragraph 20 of this order, the medical officers will make a thorough physical examination of the officer being examined. In doubtful cases they will be guided by the following decision of the Secretary of War:

"An incurable disease or injury, or a disease or injury not curable within a reasonable time, either of which is of such a character as to disqualify an officer for duty on the active list, constitutes incapacity for service under this act

(act of Oct. 1, 1890). If, however, a disease or injury be curable within a reasonable time, the officer should be regarded as physically qualified for promotion. The question as to the curability of a disease or injury is one for an examining board to determine upon the advice of its medical members. If a board be unable to determine such question, it should recommend that the officer be reexamined after such period as, in its opinion, may be necessary to permit a determination to be reached."

17. On the conclusion of the physical examination, the medical officers will report their findings in writing to the board, which will then assemble to consider and act thereon. All questions pertaining to the physical fitness of an officer for promotion then or thereafter arising will be determined by a majority vote of the board (including the medical members).

18. When the board finds an officer incapacitated for active service by reason of physical disability, the examination, except as noted in this paragraph, will cease and the board will report its findings (par. 30), stating in full the cause of disability and whether or not it was contracted in line of duty. Where a medical officer on his first examination for promotion to any grade is found physically unfit for promotion by reason of disability not contracted in line of duty, the examination will be completed.

19. If the board finds an officer physically qualified for active service, it will then test his skill in horsemanship. Such test, under the supervision of at least one member of the board,¹ will consist in his riding from 15 to 18 miles in three consecutive hours, and for officers of Cavalry and Field Artillery of such additional exercises as are especially applicable to those arms.

If during such test an officer displays excessive fatigue or appears unduly distressed, the examination will be suspended, and as soon thereafter as practicable he will be reexamined physically by the medical members. If he is then found physi-

¹ In special cases the War Department may direct this portion of the test to be supervised by an officer not a member of the board; when this is done the certificate of the officer detailed will be forwarded to the board and will be evidence of the proficiency of the officer being examined or of the necessity for the board to proceed with the additional test.

cally incapacitated, the board will proceed as provided in paragraph 18 of this order.

If the test should develop no physical disability, but indicate deficiency of skill in horsemanship, the officer will then be examined by the full board (less medical officers) in regard thereto. The examination in this case will consist of a series of exercises, marked by the board as explained in paragraph 24 of this order, and will form part of the examination as to his professional fitness.

Examination as to general efficiency.

20. Under this head the board will consider (1) the use an officer has made of his opportunities, (2) his ability to apply practically his professional knowledge, (3) his general trustworthiness and ability in performance of his official duties, and (4) his ability to command troops or control men. To this end, when an officer is to be examined for promotion, The Adjutant General of the Army will forward to the board, if it is convened by the War Department, otherwise to the convening officer for transmission to the board, all papers on file in his office (including medical history) relating to the officer's efficiency. In addition, any officer under whom the officer to be examined has served will forward in writing directly to the board any information in his possession relating to the general efficiency of the said officer which has not already been reported to the War Department in time to reach the board, and the board is authorized to communicate directly with any such officer in regard to the general efficiency of the officer being examined. Should any such information be of a disqualifying nature, the board will furnish a copy thereof to the officer concerned and make such investigation in regard thereto as the circumstances warrant. In the absence of competent evidence to the contrary, an officer's fitness as to general efficiency will be presumed. The report of the board will follow the form prescribed in paragraph 30 of this order, and when the board finds an officer not qualified the reasons for such finding will be fully stated in the report.

Examination as to professional fitness.

21. The examination of an officer is for the purpose of testing his knowledge of the duties that may devolve upon him when promoted. It will be in no sense scholastic, or such

as to require him to memorize data and statistics ordinarily found in reference tables. Practical exercises and problems will not be framed so as to require a knowledge or training greater than may be required of him when promoted to the next higher grade. The board will be governed by the spirit of the law, which is to ascertain if the officer being examined is fully prepared to discharge the duties that may come with his promotion, and not whether he has successfully memorized the rules and tenets of certain texts. In judging an officer's professional qualifications, the board will take into consideration his age, service, and the duties he has been required to perform.

22. The character of the examination for promotion as to professional fitness will be as follows:

(a) Where an officer has been declared deficient in an oral or written examination on any subject in the garrison or service schools, and an examination (oral or written) on that subject is required by this order, such examination will be in writing; but this provision will apply only to the first examination for promotion following such deficiency.

(b) In all other cases the examination will be oral, practical, or written, or some combination of these as indicated opposite the names of the subjects.¹

(c) Should an officer (other than of the Medical Corps) fail in the oral examination on any subject as required by this order, he will be reexamined at once on that subject in writing. Should an officer of the Medical Corps fail to make a general average of 75 per cent, he will be reexamined at once in writing on all subjects of the oral examination pertaining to his grade.

(d) In case of failure in the practical part of any examination, the board will conduct a second practical test of sufficient scope to determine beyond doubt the officer's knowledge of the subject.

23. The board will prepare in writing for each oral and written examination such questions on each subject as may be necessary to test the theoretical knowledge of the officer being examined; and, similarly, such practical exercises, including problems, appropriate to each practical examination as may be necessary to test his ability to perform the duties of the office to which he may be promoted. For convenience

¹ See par. 35, *et seq.* of this order.

in calculating percentages, the board will assign to each question asked and to each exercise or problem required a value which will be entered upon the margin of the paper. These values must total 100 or some multiple thereof in each lettered subject.

24. During the examination only such questions or practical work will be given the officer at any one time as he may be able to answer or complete before a recess or adjournment is taken. Each member of the board will note his estimate of the value of each answer given and of each exercise completed; the mean of the three estimates as to any answer or exercise will be the mark of the board for that particular answer or exercise. From the marks thus determined the percentage made in each subject will be computed.

25. In written examinations and in the solutions of problems involving calculations or writing, the board may be represented by one member until the officer being examined submits his work. When original research is permitted, the work may be done without supervision.

26. Commanding officers of posts where boards are convened will furnish, upon request, such available troops and matériel as may be required in the execution of this order. In case of unfavorable weather, practical exercises may be postponed from day to day until satisfactory conditions obtain.

Standard of proficiency.

27. No officer will be recommended by the board as qualified for promotion who fails to pass a satisfactory examination as to his physical fitness, general efficiency, and professional fitness. For the examination as to professional fitness the following standards are required, due regard being paid to the provisions of paragraph 21 of this order: For all officers except those of the Medical Corps, a minimum of 75 per cent in each subject; for medical officers, a minimum general average of 75 per cent.

Exemptions.

28. There are no exemptions from examination as to physical fitness and skill in horsemanship, as to general efficiency, or where practical drills or exercises are prescribed involving the actual command of troops or the conduct of tactical rides or walks. Subject to these provisions, officers are exempt

from the oral, written, and practical examinations as to their professional fitness for promotion to the next higher grade under the conditions and with the limitations hereinafter set forth.

(a) Officers holding certificates of proficiency in the Garrison School course:

(1) Those who receive 95 per cent or more on the review of their first written examination in any subject—exempt in that subject for 5 years from date of examination.

(2) Those who similarly receive 90 per cent or more—exempt for $3\frac{1}{2}$ years.

(b) Officers who have pursued satisfactorily the course at the following service schools:¹

(1) The Mounted Service School—exempt in hippology, with no limitations as to time.

(2) The Engineer School—exempt for 4 years in all subjects which they have pursued satisfactorily at that school.

(3) The Field Engineer School—exempt for 4 years in all subjects which they have pursued satisfactorily at that school.

(4) The Army Signal School—exempt for 4 years in all subjects which they have pursued satisfactorily at that school.

(5) The Army School of the Line—exempt as set forth below in all subjects, including military law, which they have pursued satisfactorily at that school.

Honor graduates, 6 years.

Distinguished graduates, 5 years.

Other graduates, 4 years.

(6) The Coast Artillery School—exempt as set forth below in all subjects which they have pursued satisfactorily at that school.

Regular course: Honor graduates, 6 years; distinguished graduates, 5 years; other graduates, 4 years.

Advanced course: All graduates, 6 years.

(7) The Army Staff College²—exempt in all subjects, including military and international law, which they have pursued satisfactorily at that college or at the Army School of the Line, 6 years.

¹ The exemptions are from date of graduation.

² Graduates of the Army War College and of the Army Staff College who have been granted indefinite exemptions under orders issued prior to Apr. 25, 1912, will be entitled to exemption for a period of 6 years from Jan. 10, 1914.

(8) The Army War College¹—exempt in all subjects for a period of 6 years, except that officers of the Corps of Engineers shall not be exempt from examination in military engineering (permanent fortifications) and civil engineering.

(9) Officers detailed to the General Staff Corps are exempt in all subjects during detail, and for four years from date of relief from detail in said corps, subject to the prohibitions as to exemptions contained in the first section of this paragraph.

(c) Officers detailed in the Ordnance Department:

(1) Those who have passed satisfactory examinations for detail in that department in the grade to which they are to be promoted in the line—exempt in all subjects during the period of detail in that department and for three years after relief from such detail.

(2) An officer is exempt from examination for promotion in any particular subject, providing that within the preceding four years he shall have passed a satisfactory examination in that subject for detail in the Ordnance Department and shall have been detailed to fill a vacancy in that department.

Record.

29. The board will prepare a separate report (one copy) on the form furnished by the War Department for each officer examined. Should any member or members dissent from the opinion of the board, this fact and the reasons therefor will be incorporated in the record. The report when completed will be forwarded to The Adjutant General of the Army for the final action of the Secretary of War, and when officers have been ordered before the board by a department or other commander such commander will be notified of the conclusion of the examination in each case.

30. The report will show:

(a) The name, rank, and organization of the officer examined, with the number and paragraph of the order directing him to report.

(b) The name, rank, and organization of each member of the board, with the number and paragraph of the order detail-

¹ Graduates of the Army War College and of the Army Staff College who have been granted indefinite exemptions under orders issued prior to Apr. 25, 1912, will be entitled to exemption for a period of 6 years from Jan. 10, 1914.

ing him, and whether or not present. Should a member be excused after challenge, this fact, with the name, etc., of his successor, will be stated.

(c) The date of assembling of the board and the appearance before it of the officer to be examined.

(d) The notification to the officer of his right to challenge, whether or not such right was exercised; the name of the counsel, if any, introduced by the officer being examined; and the decision of the board as to the validity of each challenge.

(e) The administering of the oath to the members of the board.

(f) (1) For officers other than of the Medical Corps.

The result of the examination as to the officer's physical fitness, and if found qualified in this regard, then as to his general efficiency and professional fitness.

(2) For officers of the Medical Corps.

The result of the examination as to the officer's physical fitness, and if found qualified in this respect, or if found disqualified by reason of disability not contracted in line of duty, then as to his general efficiency and professional fitness. An exception is the case of a major undergoing reexamination after suspension, where the record will be as provided in (1) above.

(g) The dissent of any member or members and the reasons therefor.

(h) The date of adjournment.

(i) The signature of the members. All members will sign the proceedings in the following cases:

(1) Examination of a medical officer.

(2) When an officer is found physically unfit for promotion.

(3) When the right of challenge was exercised.

In all other cases the Medical Corps members of the board will not sign.

31. Oral testimony taken during the exercise of the right of challenge will be incorporated in the body of the record. Oral testimony taken during the examination as to general efficiency will be recorded and appended to the record. It must appear that each witness was duly sworn. Depositions will be appended. Reference to exhibits will be made in the body of the report.

32. There will also be appended to the record a copy of all questions asked during the examination and a description of each practical exercise required. In written examinations each question will be followed by the answer.

33. Where an officer, other than of the Medical Corps, is found proficient or deficient in any oral or practical examination, the recorder will indicate that fact by the word "Satisfactory" or "Unsatisfactory" over his signature on the proper exhibit. A similar entry will be made in case of an officer found deficient in any subject on the first examination but proficient on reexamination. In the case of medical officers the percentage made in each numbered subject will be entered on the proper exhibit in lieu of the word "Satisfactory" or "Unsatisfactory." Should the officer be found finally deficient in one or more of the professional subjects (including skill in horsemanship), the record will show the marks given by each member of the board to each answer and practical exercise pertaining to the subject or subjects in which he is deficient and, in addition thereto, a summary of the entire examination, showing the percentage attained in each subject, his general average, and any facts bearing markedly on his general efficiency.

34. The procedure prescribed in this order for the examination of officers for promotion will be followed in the reexamination of officers suspended from promotion under the third proviso, section 3, of the acts of Congress approved October 1, 1890, hereinbefore quoted (*a*), and March 3, 1909, hereinbefore quoted (*d*).

For the procedure to be followed in the case of officers of the Medical Corps failing in their examination for promotion (except majors undergoing reexamination after suspension), see act of Congress approved April 23, 1908, hereinbefore quoted (*c*). Boards of review appointed under the provisions of this act will review the entire record of the examination. In case of a major of the Medical Corps being reexamined after suspension under the act approved March 3, 1909, hereinbefore quoted (*d*), the action of a board of review is not required.

SUBJECTS OF THE EXAMINATION AS TO PROFESSIONAL FITNESS.

35. FOR OFFICERS OF THE MEDICAL CORPS.

SUBJECTS.

First lieutenant to captain.

(a) Medical Department Administration. *Oral.* Army Regulations, so far as they relate to the Medical Department or to the medical officer as an officer of the Army; Manual for the Medical Department; Drill Regulations and Outlines of First Aid for the Hospital Corps; Manual for Courts-Martial, so far as it relates to general and inferior courts-martial.

(b) Hygiene, General and Military. *Oral.*¹

(c) Practice of Medicine, including tropical diseases and recent progress in etiology, pathology, and therapeutics. *Oral.*¹

(d) Surgery, including recent progress in etiology, pathology, therapeutics, and new operative procedures. *Oral.*¹

Captain to major.

(e) Organization and Administration of Medical Service in War. *Oral.* Army Regulations; Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare); Rules of Land Warfare; Manual for the Medical Department; Medical Service in Campaign (Straub); A study in Troop Leading and Management of the Sanitary Service in War (Morrison and Munson); The Principles of Sanitary Tactics (Munson); Manual of Courts-Martial; International Agreements Controlling Medical Administration in Campaign (Manual for the Medical Department, pars. 802, 803):

(f) Recent Progress (last decade) in Medicine, Surgery, and Hygiene. *Oral.* Such books, periodicals, and journals as have been or may be issued from time to time by the Medical Department.

¹ Such books, periodicals, and journals as have been or may be issued from time to time by the Medical Department.

(g) If desired by the candidate, an examination in one of the following optional subjects. *Oral.*

(1) State medicine, including municipal sanitation, preventive medicine, the epidemiology of diseases, and hospital and barrack construction.

(2) Operative general surgery.

(3) Bacteriology (including the preparation and use of sera and vaccines); the zoology of human parasites and suctorial insects; clinical microscopy and pathology.

(4) Ophthalmology, otology, laryngology, and rhinology.

(5) Psychiatry and nervous diseases.

(6) Gynecology, midwifery, and pediatrics.

(7) The purchase, storage, and issue of medical supplies; the practical testing of the quality of drugs and other supplies; money disbursements; reports and returns and administrative methods of supply depots in peace and war.

The subject will be selected by the candidate, and the examination will, so far as possible, test his practical and theoretical knowledge of that subject. If an optional subject is selected, it will be given a value equal to that assigned to each of the preceding numbered subjects. Upon the receipt of an order to report for examination for promotion to the grade of major, the candidate will at once inform the Surgeon General, in writing, of the optional subject, if any, selected for examination.

Major to lieutenant colonel.

(h) General and military hygiene, including epidemiology of infectious diseases, quarantine, and other applications of sanitary science and preventive medicine; demography, so far as it relates to the vital statistics of armies. *Oral.*

Such books, periodicals, and journals as have been or may be issued from time to time by the Medical Department.

(i) Medico-Military Administration. *Oral and written.*

Oral. Duties of chief surgeons—Army Regulations, Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare); Rules of Land Warfare; Manual for the Medical De-

partment, and such books, periodicals, and journals bearing upon the subject as may have been or may be issued from time to time by the Medical Department.

Written. Medico-Military Problem. This problem will be drawn so as to test the ability of the candidate to apply his knowledge in the practical solution of questions of organization, supply, sanitary precautions, etc., which may confront the chief surgeon of an independent command at home or abroad in time of war. The candidate will be permitted to consult books, maps, and other sources of information under such limitations as the board may impose.

(j) If desired by the candidate, an examination in one of the optional subjects listed in the examination for captains.

Oral. The subject will be selected by the candidate, and the examination will, so far as possible, test his practical and theoretical knowledge of that subject. If an optional subject is selected, it will be given a value equal to that assigned to each of the preceding lettered subjects. Upon the receipt of an order to report for examination for promotion to the grade of lieutenant colonel, the candidate will at once inform the Surgeon General, in writing, of the optional subject, if any, selected for examination.

36. FOR OFFICERS OF THE CORPS OF ENGINEERS.

SUBJECTS.

Second lieutenant to first lieutenant.

(a) Field Service Regulations. *Oral.* Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them either the textbook or the appropriate data will be furnished.)

(b) Administration. *Oral.* So much of Army Regulations, War Department orders, staff department manuals, and notes on blank forms as pertain to company administration.

(c) Drill Regulations. *Oral.* Infantry Drill Regulations—Part I, omitting schools of the battalion, regiment, and brigade; Part II; Part IV, company inspection only; Part V, manuals of the saber and of tent pitching only.

(d) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters I to XII, inclusive, and XV; Manual for Courts-Martial.

(e) Military hygiene. *Oral.* Elements of Military Hygiene (Ashburn).

(f) Military engineering. *Oral.*

(1) Field engineering, based upon the texts used at the Military Academy, The Engineer Field Manual, and the Ponton Manual.

(2) Permanent fortifications, based upon the texts used at the Military Academy.

(g) Civil engineering. *Oral.* Based upon the texts used at the Military Academy, or in his entrance examination, and upon the general principles and practice involved in the public works with which the officer shall have come in contact on duty during his period of service.

(h) Electrical engineering. *Oral.* Elements of Electrical Engineering, Direct and Alternating Current (Franklin and Esty).

First lieutenant to captain.

(i) Field Service Regulations. *Oral.* Field Service Regulations, omitting appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare); Rules of Land Warfare.

(j) Administration. *Oral.* Army Regulations relating specifically to the duties of engineer officers and troops; Regulations and Digest of Orders and Circulars, Office of the Chief of Engineers.

(k) Drill Regulations and Military History. *Oral.*

(1) Infantry Drill Regulations—Part I to include the school of the battalion; Part II.

(2) Campaigns treated in texts used at the Military Academy.

(l) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters XIII to XIX, inclusive.

(m) Technical paper. *Written.* The officer to prepare in advance and submit at the time of his examination a techni-

cal paper of not less than 5,000 words upon a subject (selected by the examining board) within the scope of this examination. That ample time may be available, selection will be made as nearly as practicable one year in advance of the prospective examination. In making the selection, the board will be guided by the special spheres of activity of the officer concerned and will consult him with a view to selecting a subject upon which he should be able to prepare an original discussion or report of value, such as will constitute a useful contribution to engineering literature. These papers will be available for publication by the Engineer Department and, when applicable, for use as text.

(n) Military engineering. *Oral.*

(1) Field Engineering, based upon texts used at the Field Engineer School and upon the Engineer Field Manual.

(2) Permanent Fortifications and Development of Art of Fortifications, based upon the texts used at the Engineer School.

(o) Civil engineering. *Oral.*

(1) Surveying, based upon the texts used at the Engineer School and upon the practice of the Corps of Engineers.

(2) General construction, based upon the texts used at the Engineer School.

(3) River and harbor improvement, based upon the texts used at the Engineer School and upon the general principles involved in the public works with which the officer shall have come in contact on duty during his period of service.

(p) Electrical and mechanical engineering. *Oral.* Based upon the texts used at the Engineer School.

Captain to major.

(q) Field Service Regulations. *Oral.* Field Service Regulations, omitting appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

(r) Administration. *Oral.* Regulations and Digest of Orders and Circulars, Office of the Chief of Engineers.

(s) The art of war and military policy of the United States. *Oral.* Based upon the Elements of Strategy (Fiebigger), Conduct of War (Von der Goltz), and American Cam-

paings (Steele), general lessons from Franco-Prussian, Turko-Russian, and Russo-Japanese Wars; Upton's Military Policy of the United States, pages vii to xv, 1 to 67, 107 to 142, 195 to 222, 225 to 268, and 402 to 443, omitting tables of statistics and the details of military and naval operations.

(*t*) International law. *Oral*. Elements of International Law (Davis), Chapters I to IV, inclusive, IX, X, XII to XIV, inclusive; Rules of Land Warfare.

(*u*) Technical paper. *Written*. The officer to prepare in advance and submit at the time of his examination a technical paper of not less than 10,000 words upon a subject (selected by the examining board) within the scope of this examination. That ample time may be available, selection will be made as nearly as practicable one year in advance of the prospective examination. In making the selection the board will be guided by the special spheres of activity of the officer concerned; and will consult him with a view to selecting a subject upon which he should be able to prepare an original discussion or report of value, such as will constitute a useful contribution to engineering literature. These papers will be available for publication by the Engineer Department and, when applicable, for use as text.

(*v*) Civil engineering. *Oral*.

(1) Surveying and field astronomy, based upon the texts used at the Engineer School, and upon the practice of the Corps of Engineers.

(2) General construction, based upon the texts used at the Engineer School, current engineering periodicals and publications, and upon the best practice of the Corps of Engineers in public works.

(3) River and harbor improvement, based upon the texts used at the Engineer School, current engineering periodicals and publications, and upon the best practice of the Corps of Engineers in all classes of improvements.

(*w*) Electrical and mechanical engineering. *Oral*. Based upon the texts used at the Engineer School, and upon the practice of the Corps of Engineers in fortifications and public works.

II. In applying this order, engineer examining boards for promotion will consider paragraphs 36 (*f*), 36 (*j*), and 36 (*n*) as separated into two parts, each of which shall constitute a separate and distinct subject of examination as follows:

36 (*f*). Military engineering. *Oral*. Field engineering, based upon the texts used at the Military Academy, the Engineer Field Manual, and the Ponton Manual.

36 (*f*¹). Military engineering. *Oral*. Permanent fortifications, based upon the texts used at the Military Academy.

36 (*j*). Administration. *Oral*. Army Regulations relating specifically to the duties of Engineer officers and troops.

36 (*j*¹). Administration. *Oral*. Regulations and Digest of Orders and Circulars, Office of the Chief of Engineers.

36 (*n*). Military engineering. *Oral*. Field engineering, based upon texts used at the Field Engineer School, and upon the Engineer Field Manual.

36 (*n*¹). Military engineering. *Oral*. Permanent fortifications and development of art of fortification, based upon the texts used at the Engineer School.

37. FOR OFFICERS OF THE SIGNAL CORPS.

SUBJECTS.

Captain to major.

(*a*) Field Service Regulations. *Oral*. Field Service Regulations, Part I; Part II, Articles I, II, III, and IV.

(*b*) Administration. *Oral*. Army Regulations so far as they relate to the duties, administration, and personnel of the Signal Corps; Signal Corps Manuals Nos. 2, 7, and 8.

(*c*) Signal troops in campaign. *Oral*. Drill Regulations for Field Companies of the Signal Corps; Bulletins issued by the Signal Corps on this subject.

(*d*) International law. *Oral*. Elements of International Law (Davis), Chapters I to IV, inclusive, IX, X, XII to XIV, inclusive; Rules of Land Warfare.

(*e*) Visual signaling. *Oral and practical*.

Oral. Signal Corps Manual No. 6.

Practical. A test of the officer's ability to send and receive messages.

(*f*) Power. *Oral*.

(1) Electricity—Signal Corps Manual No. 3; Lessons in Practical Electricity (Swoope).

(2) Steam Boilers and Engines—A Textbook on Mechanical and Electrical Engineering (International Correspondence Schools of Scranton, Pa.).

(3) Gas and Oil Engines—Principles of Gas Engines, Carbureters, Electric Ignition Devices (International Correspondence Schools of Scranton, Pa., Pamphlet).

(g) Telegraphy and telephony (including wireless). *Oral*. Signal Corps Manual No. 3; American Telegraphy (Maver); Principles of Wireless Telegraphy (Pierce).

(h) Military aeronautics (aerostation and aviation). *Oral*. Signal Corps Bulletins Nos. 9 and 10, and any subsequent bulletins relating to the subject.

(i) Communications and Fire Control for Field and Seacoast Artillery. *Oral*. Signal Corps Manual No. 8 and Circular No. 4, Signal Office, War Department, 1910.

(j) Photography and topography. *Oral and practical*.

Oral. The A B C of Photography (Clute); Map reproductions under field conditions—Engineer Field Manual, pp. 60 to 62, inclusive.

Practical. Practical tests in map reading and sketching—Military Topography (Sherrill).

38. FOR CHAPLAINS.

SUBJECTS.

First lieutenant to captain.

(a) Administration. *Oral*. So much of Army Regulations and of General Orders of the War Department as relate to the duties of chaplains.

(b) Military law. *Oral*. A treatise on the Military Law of the United States (Davis), omitting appendices; Manual for Courts-Martial.

(c) International law. *Oral*. Elements of International Law (Davis); Rules of Land Warfare.

(d) Essay. *Written*. An essay of not less than 3,000 words upon the work of a chaplain in the military service and the methods by which it may best be accomplished.

Captain to major.

Chaplains of the grade of captain may be promoted by the President to the grade of major (selection) in accordance with the provisions of the act of Congress approved April 21, 1904, hereinbefore quoted (*h*). No Special examination is required.

39. FOR OFFICERS OF CAVALRY AND INFANTRY (INCLUDING THE
PORTO RICO REGIMENT OF INFANTRY).

SUBJECTS.

Second lieutenant to first lieutenant.

(a) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6 are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

Practical. Terrain exercise involving command of a body of troops not greater than a company at war strength acting alone or as part of a larger force.

(b) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a battalion adjutant, quartermaster, and commissary in post and in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(c) Drill Regulations. *Oral and practical.*

(1) For Cavalry: *Oral.* Cavalry Drill Regulations—definitions, signals, general principles, school of the soldier, school of the trooper, school of the troop, employment of Cavalry, stable duty, troop inspection, tent pitching. *Practical.* The officer to demonstrate his ability (a) to instruct and drill a platoon or troop of his arm at war strength; (b) to command a platoon or troop of his arm at war strength, acting alone or as part of a larger force, in a combat exercise.

(2) For Infantry: *Oral.* Infantry Drill Regulations—Part I, omitting paragraphs 263 to 289 and 327 to 341, inclusive; Part II; Part IV, company inspection only; Part V, manuals of the saber and of tent pitching only. *Practical.* The officer to demonstrate his ability (a) to instruct and drill a platoon or company at war strength; (b) to command a platoon or company at war strength, acting alone or as part of a larger force, in a combat exercise.

(d) Small-arms firing. *Oral and practical.*

Oral. Small-Arms Firing Manual, omitting special courses, targets, and ranges, competitions, and, for Infantry officers, the mounted pistol course.

Practical. The officer to demonstrate his ability to command a platoon at war strength in a problem in field firing with ball cartridges, based upon the principles of Small-Arms Firing Manual and the drill regulations of the arm of service to which the officer belongs. The expenditure of 40 rounds of ammunition (ball cartridges) for each soldier participating in the problem is hereby authorized.

(e) Minor tactics. *Written and practical.*

Written. The officer to solve a map problem requiring an estimate of the situation and the writing of appropriate orders to carry out his decision as commanding officer of a company at war strength acting alone or as part of a larger force.

Practical. The officer to demonstrate his ability to command a company at war strength, acting alone or as part of a larger force, in a field exercise: Based upon Field Service Regulations; Tactical Principles and Problems (Hanna); Parts II and III of the Infantry Drill Regulations for Infantry officers, and for Cavalry officers the corresponding features of the drill regulations of that arm.

(f) Military law. *Oral.* A treatise on the Military Law of the United States (Davis), Chapters I to XII, inclusive, and XV; Manual for Courts-Martial.

(g) Military field engineering. *Oral.* Manual of Military Field Engineering (Beach), omitting Chapter XIV.

(h) Military hygiene. *Oral.* Elements of Military Hygiene (Ashburn).

(i) Hippology (Cavalry only). *Oral.* The Army Horse in Accident and Disease (War Department); Horses, Saddles, and Bridles (Carter). Chapters III, IV, VIII, XV, and XVI.

(j) Military topography. *Practical.* The officer to make a topographical reconnaissance requiring either a road or position sketch and a written report of the same—Military Topography (Sherrill, Part III).

First lieutenant to captain.

(k) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix

No. 6, are for reference only; in an examination requiring the use of data contained in any one of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare); Rules of Land Warfare.

Practical. Terrain exercise involving the command of a company at war strength acting alone or as part of a larger force.

(l) *Administration. Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a troop or company commander, and of an adjutant, quartermaster and commissary of a post, and of a regiment in the field. The officer will be furnished the necessary blank forms, and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(m) *Drill regulations. Oral and practical.*

Oral. The Drill Regulations of the arm of service to which the officer belongs.

Practical. The officer to demonstrate his ability—

(1) To instruct and drill a company or troop at war strength.

(2) To command a company or troop at war strength, acting alone or as part of a larger force in a combat exercise.

(n) *Small-arms firing. Oral and practical.*

Oral. Small-Arms Firing Manual, omitting special courses, and for Infantry officers the mounted pistol course.

Practical. The officer to demonstrate his ability to command a company or troop at war strength in a problem in field firing with ball cartridges, based upon the principles of Small-Arms Firing Manual and the drill regulations of the arm of the service to which the officer belongs. The expenditure of 40 rounds of ammunition (ball cartridges) for each soldier participating in the problem is hereby authorized.

(o) *Minor tactics. Written and practical.*

Written. The officer to solve a map problem requiring an estimate of the situation and the writing of appropriate orders to carry out his decision as commanding officer of a company or troop at war strength acting alone or as part of a larger force.

Practical. The officer to demonstrate his ability to command a company or troop at war strength, acting alone or as part of a larger force, in a field exercise: Based upon Field Service Regulations; Tactical Principles and Problems (Hanna); Parts II and III of the Infantry Drill Regulations for Infantry officers, and for Cavalry officers the corresponding features of the drill regulations of that arm.

(p) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters XIII to XIX, inclusive; Manual for Courts-Martial.

(q) Field fortification. *Practical.* The officer, under the assumption that he is a staff officer of a squadron or battalion of his arm, to be given a problem in field fortification involving the reconnaissance and selection of a defensive position for the command. He will make a written report upon the position selected and upon the location and nature of the works that he would cause to be executed. The report, including the necessary sketches, will be completed within a time limit fixed by the board. Based upon Notes on Field Fortification (Army Field Engineer School), and upon Engineer Field Manual, Part V.

(r) Hippology (Cavalry only). *Practical.* Exercises in judging horses for conformation, soundness, and age.

(s) Military topography. *Practical.* Problems in military map reading—Military Topography (Sherrill, Part I).

(t) Packing (Cavalry only). *Practical.* The officer to demonstrate his ability to instruct men in the elements of packing, including the fitting of the saddle, saddling, loading a cargo of side packs, unloading, and unsaddling.

Captain to major, Cavalry and Infantry.

(u) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

Practical. Terrain exercises involving the command of a battalion of Infantry or a regiment of Cavalry at war strength, acting alone or as part of a larger force.

(v) Drill Regulations. *Oral and practical.*

* * * *

Practical. The officer to demonstrate his ability—

(1) To instruct and drill a battalion of Infantry or a regiment of Cavalry.

(2) To command a battalion of Infantry or a regiment of Cavalry, acting alone or as part of a larger force, in a combat exercise.

(w) Minor tactics. *Written and practical.*

Written. The officer to solve a map problem requiring an estimate of the situation and the writing of appropriate orders to carry out his decision as commanding officer of a battalion or squadron at war strength acting alone or as part of a larger force.

Practical. The officer to demonstrate his ability to command a battalion or squadron at war strength, acting alone or as part of a larger force, in a field exercise: Based upon Field Service Regulations; Tactical Principles and Problems (Hanna); Parts II and III of the Infantry Drill Regulations for Infantry officers, and for Cavalry officers the corresponding features of the drill regulations of that arm.

(x) Field fortification. *Practical.* The officer, under the assumption that he is a staff officer of an independent brigade of all arms, to be given a problem in field fortification involving the reconnaissance and selection of a defensive position for the command under the conditions of the problem. He will make a written report upon the position selected and upon the location and nature of the works that he would cause to be executed. The report, including the necessary sketches, will be completed within a time limit fixed by the board. Based upon Notes on Field Fortification (Army Field Engineer School) and upon Engineer Field Manual, Part V.

(y) International law. *Oral.* Elements of International Law (Davis), Chapters I to IV, inclusive; IX, X, XII to XIV, inclusive; Rules of Land Warfare.

(z) Military history and policy of the United States. *Oral.*

(1) A general knowledge of the military history of the United States, and a detailed knowledge of the following: The First Battle of Bull Run; Jackson's Valley Campaign; The Battle of Chancellorsville; Grant's Campaign of 1864. Based upon American Campaigns (Steele).

(2) A general knowledge of the development of the military policy of the United States, based on Military Policy of the United States (Upton), pages vii to xv, 1 to 67, 107 to 142, 195 to 222, 225 to 268, and 402 to 443, omitting tables of statistics and the details of military and naval operations.

40. FOR OFFICERS OF FIELD ARTILLERY.

SUBJECTS.

Second lieutenant to first lieutenant.

(a) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

Practical. Terrain exercise involving command of a platoon or battery at war strength as part of a larger force (see "Notes on Field Artillery" by Spaulding).

(b) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of battalion quartermaster and commissary in post and in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(c) Drill Regulations. *Oral and practical.*

Oral. (1) Light and Horse Artillery—Drill Regulations for Field Artillery (Light and Horse), omitting Chapters V and VI, Part IV.

(2) Mountain Artillery—Drill Regulations for Mountain Artillery, Provisional, 1908, omitting Chapters V and VI, Part IV; Drill Regulations for Field Artillery (Light and Horse), Provisional, 1911, Part VII.

(3) Heavy Field Artillery—Drill Regulations for Field Artillery (Light and Horse), omitting Chapters I, II, and III, Part III, and Chapters V and VI, Part IV.

Practical. The officer to demonstrate his ability to command a battery of Field Artillery fully manned and equipped, in the solution, on the terrain, of a tactical problem. The

board will assume a tactical situation calling for the employment of Field Artillery, and will indicate the positions occupied by friendly and hostile troops. The officer will reconnoiter and select a position, post his battery, and conduct simulated fire to meet the conditions as communicated to him by the board.

(d) Gunnery. *Oral.* Gunnery and Explosives for Field Artillery Officers, Part I.

(e) Field Artillery matériel. *Oral.*

(1) Light and Horse Artillery—Ordnance Pamphlet, No. 1659, edition of 1911.

(2) Mountain Artillery—Ordnance Pamphlet, No. 1761, and Ordnance Pamphlet, No. 1659, edition of 1911, from "Sights," page 106, to "Targets for the Field Artillery," page 134.

(3) Heavy Field Artillery—Ordnance Pamphlet, No. 1771.

(f) Explosives. *Oral.* Gunnery and Explosives for Field Artillery Officers, Part II.

(g) Military Law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters I to XII, inclusive, and XV; Manual for Courts-Martial.

(h) Military Field Engineering. *Oral.* Manual of Military Field Engineering (Beach), omitting Chapter XIV.

(i) Military Hygiene. *Oral.* Elements of Military Hygiene (Ashburn).

(j) Hippology. *Oral.* The Army Horse in Accident and Disease (War Department); Horses, Saddles, and Bridles (Carter), Chapters III, IV, VIII, XV, and XVI.

(k) Packing (Mountain Artillery only). The officer to demonstrate his ability to instruct men in the elements of packing, including the fitting of the saddle, saddling, loading a cargo of side packs, unloading, and unsaddling.

(l) Military topography. *Practical.* The officer to make a topographical and tactical reconnaissance under assumed conditions (involving the use of Artillery with other arms) communicated to him in writing by the board. The board will indicate the point from which the start is to be made and will notify the officer as to the time allowed him to complete the reconnaissance, including the preparation on the ground of the reports and sketches prescribed in paragraphs 827 and 828, Drill Regulations for Field Artillery (Horse and Light), Provisional, 1911, and in paragraphs 614 and 615, Drill Regulations for Mountain Artillery, Provisional, 1908.

First lieutenant to captain.

(m) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare.) Rules of Land Warfare.

Practical. Terrain exercise involving command of a battery at war strength as part of a larger force. (See "Notes on Field Artillery," by Spaulding.)

(n) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a battery commander and of an adjutant, quartermaster and commissary of a post and of a regiment in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(o) Drill Regulations. *Oral and practical.*

Oral. (1) Light and Horse Artillery—Drill Regulations for Field Artillery (Light and Horse), Provisional, 1911, omitting Chapters V and VI, Part IV.

(2) Mountain Artillery—Drill Regulations for Mountain Artillery, Provisional, 1908, omitting Chapters V and VI, Part IV; Drill Regulations for Field Artillery, Provisional, 1911, Part VII.

(3) Heavy Field Artillery—Drill Regulations for Field Artillery (Light and Horse), Provisional, 1911, omitting Chapters I, II, and III, Part III, and Chapters V and VI, Part IV.

Practical. The officer to demonstrate his ability to command a battery of Field Artillery, fully manned and equipped, in the solution, on the terrain, of a tactical problem. The board will assume a tactical situation calling for the employment of Field Artillery and will indicate the positions occupied by friendly and hostile troops and the particular target to be attacked. The officer will reconnoiter and select a position, post his battery, and conduct its fire to meet the conditions communicated to him by the board. The firing will be executed with service

ammunition, and for this purpose the expenditure of 16 shrapnel is authorized for each first lieutenant examined.

(p) Gunnery. *Oral.* Gunnery and Explosives for Field Artillery Officers, Part I.

(q) Field Artillery matériel. *Oral.*

(1) Light and Horse Artillery—Ordnance Pamphlet, No. 1659, edition of 1911.

(2) Mountain Artillery—Ordnance Pamphlet, No. 1761, and Ordnance Pamphlet, No. 1659, edition of 1911, from Sights, page 106, to Targets for the Field Artillery, page 134.

(3) Heavy Field Artillery—Ordnance Pamphlet, No. 1771.

(r) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters XIII to XIX, inclusive; Manual for Courts-Martial.

(s) Field fortifications. *Practical.* The officer, under the assumption that he is a staff officer of a battalion of his arm, to be given a problem in field fortification involving the reconnaissance and selection of a defensive position for the command under the conditions of the problem. He will make a written report on the position selected, and upon the location and nature of the works that he would cause to be executed. The report, including the necessary sketches, will be completed within a time limit fixed by the board. Based upon Notes on Field Fortifications (Army Field Engineer School), and upon Engineer Field Manual, Part V.

Captain to major.

(t) Field Service Regulations. *Oral and practical.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

Practical. Terrain exercise involving command of a battalion at war strength as part of a larger force. (See "Notes on Field Artillery" by Spaulding.)

Practical. (Field exercise.) The officer to be given command of a battalion of his arm equipped for the field, and to be required to conduct a march of such distance and under such conditions as the board may prescribe, involving the making and breaking of camp, the reconnaissance, selection, and occupation of a position, and the movement to and occu-

pation of a new position by night. The conditions of the exercise will be furnished the officer in writing. The board is authorized to combine this exercise with the tactical problem required in the examination in Drill Regulations.

(u) Drill Regulations. *Practical.* The officer to demonstrate his ability to command a battalion of Field Artillery, fully manned and equipped, in the solution, on the terrain, of a tactical problem. The board will assume (in writing) a tactical situation calling for the employment of the arms combined, and will indicate the positions occupied by friendly and hostile troops, and the particular targets to be attacked. The officer will reconnoiter and select a position, post his battalion, and conduct its fire to meet the conditions communicated by the board. The firing will be executed with service ammunition, and for this purpose the expenditure of 36 shrapnel is authorized for each captain examined.

(v) Field fortification. *Practical.* The officer, under the assumption that he is a staff officer of an independent brigade of all arms, to be given a problem in field fortification involving the reconnaissance and selection of a defensive position for the command under the conditions of the problem. He will make a written report upon the position selected and upon the location and nature of the works that he would cause to be executed. The report, including the necessary sketches, will be completed within a time limit fixed by the board. Based upon Notes on Field Fortification (Army Field Engineer School), and upon Engineer Field Manual, Part V.

(w) International law. *Oral.* Elements of International Law (Davis), Chapters I to IV, inclusive, IX, X, XII to XIV, inclusive; Rules of Land Warfare.

(x) Military history and policy of the United States. *Oral.*

(1) A general knowledge of the military history of the United States and a detailed knowledge of the following: The First Battle of Bull Run, Jackson's Valley Campaign, The Battle of Chancellorsville, Grant's Campaign of 1864. Based upon American Campaigns (Steele).

(2) A general knowledge of the development of the military policy of the United States, based upon Military Policy of the United States (Upton), pages vii to xv, 1 to 67, 107 to 142, 195 to 222, 225 to 268, and 402 to 443, omitting tables of statistics and the details of military and naval operations.

41. FOR OFFICERS OF COAST ARTILLERY CORPS.

SUBJECTS.

Second lieutenant to first lieutenant.

(a) Field Service Regulations. *Oral.* Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished.)

(b) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of adjutant, quartermaster, and commissary of a small Artillery post and of a battalion of Coast Artillery serving as Infantry in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(c) Drill Regulations. *Oral and practical.*

(1) *Oral.* Drill Regulations for Coast Artillery, omitting parts relating to the duties of field officers.

(2) *Practical.* Such exercises at the battery as the board may prescribe. The examination will be held at a battery as nearly similar as practicable to that to which the officer is, or was last, assigned.

(3) *Oral.* Infantry Drill Regulations—Part I, omitting schools of the battalion, regiment, and brigade; Part II, omitting intrenchments; Part IV, company inspection only; Part V, manuals of the saber and of tent pitching only.

(4) *Practical.* The officer to demonstrate his ability to drill a platoon in the manual of arms, bayonet exercises, and in close and extended order.

(d) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters I to XII, inclusive, and XV; Manual for Courts-Martial.

(e) Military field engineering. *Oral.* Manual of Military Field Engineering (Beach), omitting Chapter XIV.

(f) Seacoast engineering. *Oral and practical.* A test of the officer's knowledge of the use and adjustments of the en-

gineer's transit and level, and of the measurement and establishment of base lines.

(g) Military hygiene. *Oral.* Elements of Military Hygiene (Ashburn).

(h) Artillery matériel. *Oral and practical.*

(1) For officers assigned to gun companies—a test of the officer's familiarity with Artillery matériel sufficiently extended to determine whether he has a detailed knowledge of the coast gun and carriage with which he has last drilled, a detailed knowledge of primers, fuses, and the method of loading projectiles, and a general knowledge of other ordnance and ordnance matériel and of the mine system.

(2) For officers assigned to mine companies—a test of the officer's familiarity with Artillery matériel sufficiently extended to determine whether he has a detailed knowledge of the casemate apparatus and its operation, of one of the coast guns and carriages assigned to the mine command of which the officer is a member, of primers, fuses, and the method of loading projectiles, and a general knowledge of other ordnance and ordnance matériel.

(3) For officers not assigned to companies—(1) or (2) at the option of the officer being examined. Based on Drill Regulations for Coast Artillery, pamphlets issued by the Ordnance Department, the Submarine Mine Manual, and Signal Corps Manual, No. 8.

(i) Ballistics. *Written.* High Angle Fire (Hamilton). Published in Vol. 40, No. 2, Journal U. S. Artillery (Whole No. 123). Notes on Direct Fire (Wildrick). Published in Vol. 43, No. 1, Journal U. S. Artillery (Whole No. 131).

First lieutenant to captain.

(j) Field Service Regulations. *Oral and written.*

Oral. Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted, except Appendix No. 6, are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished. The subject matter contained in Appendix No. 6 is also contained in Rules of Land Warfare); Rules of Land Warfare.

Written. The officer, under the assumption that he is adjutant of a regiment of Infantry, to be given a tactical map

problem, together with the regimental commander's estimate of the situation, and required to write the orders necessary to carry out the commander's will, and to indicate on the map the positions of the companies as prescribed in the order.

(k) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a company commander, of a district adjutant, ordnance officer, and Artillery engineer, and of an adjutant, quartermaster and commissary of a regiment of Coast Artillery serving as Infantry in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(l) Drill Regulations. *Oral and practical.*

Oral. Drill Regulations for Coast Artillery, and the current instruction order.

Practical. (1) Such exercises at the battery as the board may prescribe. The examination will be held at a battery as nearly similar as practicable to that to which the officer is or was last assigned.

(2) The officer to demonstrate his ability to instruct and drill a company as Infantry in close and extended order.

(m) Military law. *Oral.* A Treatise on the Military Law of the United States (Davis), Chapters XIII to XIX, inclusive; Manual for Courts-Martial.

(n) Military topography. *Practical.* Problems in military map reading—Military Topography (Sherrill).

(o) Field fortification. *Practical.* The officer, under the assumption that he is a staff officer of a battalion of Infantry, to be given a problem in field fortification involving the reconnaissance and selection of a defensive position for the command. He will make a written report upon the position selected and upon the location and nature of the works that he would cause to be executed. The report, including the necessary sketches, will be completed within a time limit fixed by the board. Based upon Notes on Field Fortification (Army Field Engineer School) and upon Engineer Field Manual, Part V.

(p) Artillery matériel. *Oral and practical.* A test of the officer's familiarity with Artillery matériel sufficiently extended to determine whether he has a detailed knowledge of the following: One model of mortar and carriage, one model of gun and carriage of the primary armament, one model of the gun and carriage of the secondary or intermediate armament, the subject matter of the Submarine Mine Manual, sights, quadrants, and fire-control apparatus. Based on Drill Regulations for Coast Artillery, pamphlets issued by the Ordnance Department, Submarine Mine Manual, and Signal Corps Manual No. 8. The officer will be permitted to select the model of the pieces and carriages on which he is to be examined.

(q) Mechanical engineering. *Oral and practical.* A test of the officer's knowledge of the care and operation of steam boilers, steam engines, and internal combustion engines: Based on Power and Power Transmission (Kerr), and pamphlets issued with the various machines.

(r) Electrical engineering. *Oral and practical.* A test of the officer's knowledge of electrical units and measurements and of his ability to supervise the care and operation of dynamos, motors, storage batteries, and searchlights. Based on Elements of Electrical Engineering, D. C. (Franklin and Esty), and pamphlets issued with the various electrical appliances.

Captain to major.

(s) Field Service Regulations. *Written and practical.*

Written. The officer, under the assumption that he is chief of staff of an independent brigade of all arms, to be given a tactical map problem, together with his commander's estimate of the situation, and required to write the orders necessary to carry out the commander's will, and indicate on the map the positions of the troops as prescribed in the order.

Practical. The officer to take a tactical walk or ride, it being assumed that he is the commander of a battalion of Infantry on a march under conditions to be stated by the board. Within limits fixed by the board, he will select a camp site for his troops, and explain how the camp would be established, including his dispositions for security for the remainder of the day and for the night.

(t) Drill Regulations. *Oral.* Drill Regulations for Coast Artillery, and the current instruction order.

(u) Minor tactics. *Oral and practical.*

Oral. The officer to solve a map problem involving the employment of a battalion of Infantry under conditions assumed by the board. The solution (stated orally to the board) will include an estimate of the situation and the consequent order or orders, the officer indicating on the map the movements of the troops.

Practical. The officer to command a battalion as Infantry in a combat exercise under conditions assumed by the board.

(v) International law. *Oral.* Elements of International Law (Davis), Chapters I to IV, inclusive, IX, X, XII to XIV, inclusive; Rules of Land Warfare.

(w) Artillery matériel. *Oral.* A general knowledge of all matériel used by the Coast Artillery.

(x) Problem in coast defense. *Written.* The officer to be furnished the hydrographic map of a harbor, and to prepare, without personal assistance, a project of defense, giving:

(1) The number and caliber of guns, the number of mines, and of searchlights.

(2) The locations of mortar and gun batteries, mine fields, fire-control stations, and searchlights.

(3) The organization of the elements of defense into battle, fire, and mine commands.

(4) A full discussion of the project.

The maps for this problem will be furnished the officer, if practicable, about a year in advance of his examination. The problem should be solved with great care and thoroughness, and the solution should be followed by an exhaustive discussion of the project and of the various phases of the attack, treating in conjunction the operations on the land and water sides.

This problem should be prepared by the officer prior to his appearance before the board for examination in the other subjects and submitted at that time to the board. The officer will not receive assistance from any person, but he may and should secure aid by consulting available books, papers, and maps.

(y) Military History and Policy of the United States. *Oral.*

(1) A general knowledge of the military history of the United States and a detailed knowledge of the following: The First Battle of Bull Run, Jackson's Valley Campaign, The Battle of Chancellorsville; Grant's Campaign of 1864. Based upon American Campaigns (Steele).

(2) A general knowledge of the development of the military policy of the United States, based upon Military Policy of the United States (Upton), pages vii to xv, 1 to 67, 107 to 142, 195 to 222, 225 to 268, and 402 to 443, omitting tables of statistics and the details of military and naval operations.

In addition to the text and reference books indicated in the details of examinations above, the examinations may cover so much of the text of the Artillery notes and memoranda, issued from time to time, as relate to the subjects for examination.

II.

42. The following regulations, under the laws quoted in paragraph 1 of this order, are prescribed by the President for the examination for reappointment and selection for promotion of officers of the Philippine Scouts.

43. Subject to the examination herein prescribed and to the exception noted below, promotions to the grades of first lieutenant and captain, Philippine Scouts, will be made from the next lower grade, according to the general rule of seniority. Exception may be made where officers display such distinguished gallantry or perform such exceptionally meritorious service as to justify, in the President's opinion, a departure from this rule. Officers of the Philippine Scouts promoted under this order will be commissioned as of the date when the vacancy occurred and will be entitled to the pay and allowances of the new grade from that date.

44. Before reappointment under the acts of February 2, 1901, or May 16, 1908 (quoted in paragraph 1—(f) and (g)—of this order), an officer of the Philippine Scouts will be required to pass satisfactorily the examination hereinafter set forth.

Examining board—Constitution, composition, procedure.

45. Once each year, preferably about January 1, the commanding general, Philippine Department, will constitute an examining board composed so far as practicable as prescribed in paragraphs 8 and 10 of this order, the line members being selected from officers serving, or who have served, with the Philippine Scouts. The medical members of the board will be changed whenever such action will result in an appreciable saving in transportation or mileage, but no other change in

the composition of the board will be made except for urgent reasons.

46. The board will be directed to visit the station of each officer of the Philippine Scouts whose position on the lineal list renders his promotion probable within the calendar year or whose provisional appointment will expire within that year. The names and stations of such officers will be communicated to the board by the department adjutant, Philippine Department, and each officer will be directed to report to the president of the board upon its arrival at his station.

47. The procedure will conform to that prescribed in paragraphs 12 to 15, inclusive, of this order, except that where the number of line members of the board is reduced by challenge or otherwise, the board will continue the examination as long as two such members remain; and except that the examination as to skill in horsemanship will be omitted.

Examination as to physical fitness and general efficiency.

48. The physical examination and examination as to general efficiency will be conducted according to the principles prescribed in paragraphs 16, 17, 18, and 20 of this order with the following exceptions:

(a) The papers referred to in paragraph 20 will be forwarded to the board by the department adjutant, Philippine Department, and in addition to the consideration of such papers, the board will visit the command with which the officer is on duty and will institute a searching inquiry as to his zeal, ability, and habits.

(b) Should the officer be found physically incapacitated the nature and degree of the disability will be noted in the record as provided in paragraph 30, but the board will continue the examination unless the officer's physical condition prevents.

Examination as to professional fitness.

49. The examination as to professional fitness will be conducted as prescribed in paragraphs 21 to 26, inclusive, of this order.

Standard of proficiency.

50. No officer will be recommended by the board for promotion or reappointment who fails to pass a satisfactory examination as to his physical fitness, general efficiency, and pro-

professional fitness. For the examination as to professional fitness a minimum of 60 per cent in each subject and a minimum general average of 75 per cent in the examination as a whole will be required, due regard being paid to the provisions of paragraph 21 of this order. When an officer is exempt from examination in any subject, under the provisions of paragraph 51 of this order, the mark given by the examining board on the review of the garrison school examination in that subject will be used in calculating his general average.

Exemptions.

51. There are no exemptions from examination as to physical fitness or general efficiency. Officers of the Philippine Scouts are exempt from the oral, written, and practical examinations as to their professional fitness under the following conditions:

(a) Those who have passed an examination for reappointment within the year preceding the issuance of the order for their examination for promotion will be excused from the entire examination as to their professional fitness.

(b) Those who have received a rating of 90 per cent or more on the first written examination in any subject of the garrison school course, may, if less than five years have elapsed since such examination, request that the papers be sent to the examining board for review. If upon review the papers receive a rating of 95 per cent or more, the officer will be exempt from examination in that subject except where practical exercises are prescribed involving the actual command of troops. Should the papers receive a rating of 90 per cent or more, but less than 95 per cent, he will be similarly exempt, provided that not more than three and one-half years have elapsed since completion of the garrison school course in that subject.

Record.

52. In the preparation of the record the board will be guided by the instructions contained in paragraphs 29 to 34, inclusive, of this order. The proceedings will be prepared in duplicate and will be forwarded as soon as practicable to the commanding general, Philippine Department. The department commander will retain the duplicate copy and forward the original with his action thereon to The Adjutant General of the Army.

53. In case of the examination of an officer for promotion, the record will state whether or not in the board's opinion the officer is qualified to perform the duties that he may be required to perform when promoted. In case of an adverse decision, the board will either recommend his discharge from the service, or his suspension from promotion for one year with reexamination.

54. In case of the examination of an officer for reappointment, the record will state whether or not in the board's opinion the officer should be reappointed at the expiration of his provisional appointment, or should be discharged in the interest of the service either at that time or at an earlier date.

55. The record will be made on forms furnished by The Adjutant General of the Army, the language being modified to suit the special requirements of the case.

SUBJECTS OF THE EXAMINATION AS TO PROFESSIONAL FITNESS.

56. SECOND LIEUTENANT TO FIRST LIEUTENANT AND REAPPOINTMENT AS SECOND LIEUTENANT.

SUBJECTS.

(a) Field Service Regulations. *Oral.* Field Service Regulations, omitting Appendices Nos. 1, 4, 5, 6, 7, and 8. (The appendices omitted are for reference only; in an examination requiring the use of data contained in any of them, either the textbook or the appropriate data will be furnished—sufficiently extended to determine whether the officer being examined has a general knowledge of the subject as a whole and a detailed knowledge of the articles referring to the service of information, orders, and the service of security.)

(b) Administration. *Written.* Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a battalion adjutant, quartermaster, and commissary in post and in the field. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, manuals for the staff departments, War Department and Philippine Department General Orders, notes on blank forms, Circular 7, Q. M. G. O., 1909, and Circular 9, Q. M. G. O., 1910.

(c) Drill Regulations, Infantry. *Oral and practical.*

Oral. Infantry Drill Regulations—Part I, omitting schools of the battalion, regiment, and brigade; Part II; Part IV, company inspection only; Part V, manuals of the saber and of tent pitching only.

Practical. The officer to demonstrate his ability to instruct and drill a platoon of Infantry at war strength in the manual of arms, bayonet exercises, and in close and extended order.

(d) Small-Arms Firing Manual. *Oral.* Sufficiently extended to determine the officer's ability to instruct troops in the nomenclature and care of small arms, sighting drills, position and aiming drills (both rifle and revolver), deflection and elevation correction drills, and estimation of distances.

(e) Guard duty. *Oral.* Manual of Guard Duty, to include the duties of the officer of the day, officer, noncommissioned officers, and privates of the guard, including sentinels in charge of prisoners.

(f) Military law. *Oral and written.*

Oral. Manual for Courts-Martial, from the beginning, to include Inferior Courts-Martial.

Written. Preparation of charges and specifications, in accordance with data furnished by the board, for trial before general, garrison, and summary courts-martial; also method of keeping the record of a summary court.

(g) Spanish, or a dialect used in the Philippine Islands, at the option of the officer being examined. *Oral.* Translation at sight of simple English sentences into Spanish or the dialect selected, and vice versa. Also a test of the officer's ability to hold ordinary conversation in Spanish or in the dialect selected.

First lieutenant to captain and reappointment as first lieutenant.

(h) Field Service Regulations and Rules of Land Warfare.

Oral. Field Service Regulations and Rules of Land Warfare—sufficiently extended to determine whether the officer being examined has a general knowledge of the subject as a whole and a detailed knowledge of the articles relating to marches and convoys, shelter, transportation, and combat.

(i) Administration. *Oral and written.*

Oral. Army Regulations and General Orders of the War Department and Philippine Department, as far as knowledge

thereof is essential to a correct discharge of the duties of an officer of the Philippine Scouts.

Written. Preparation of the papers used in company administration. The board will furnish the blank forms and the necessary data, and the officer will be permitted to consult the notes on the forms.

(j) Drill Regulations, Infantry. *Oral and practical.*

Oral. Infantry Drill Regulations—Part I, omitting schools of the regiment and brigade; Part II, omitting intrenchments; Part IV, company inspection only; Part V, manuals of the saber and of tent pitching only.

Practical. The officer to demonstrate his ability to instruct and drill a company of Infantry at war strength in the manual of arms, bayonet exercises, and in close and extended order.

(k) Small-Arms Firing Manual. *Oral.* Sufficiently extended to determine the officer's ability to supervise the small-arms practice of a company of Philippine Scouts, including records and reports, and the extent of his knowledge of the effect of fire, influence of ground, and the employment of fire in action as treated in the Small-Arms Firing Manual.

(l) Military hygiene. *Oral.* Elements of Military Hygiene (Ashburn).

(m) Military field engineering. *Oral.* Manual of Military Field Engineering (Beach), Chapters IV, V, IX, XIII, XIV, XV, XVI, and XVII.

(n) Military topography. *Oral and practical.*

Oral. Test of the officer's ability to understand a military map, directions, conventional signs, course of streams, and form lines.

Practical. The making of a road or position sketch as directed by the board.

(o) Spanish, or a dialect used in the Philippine Islands, at the option of the officer being examined. *Oral.* Translation at sight of simple English sentences into Spanish or the dialect selected, and vice versa. Also a test of the officer's ability to hold ordinary conversation in Spanish or in the dialect selected.

Reappointment of captains (Philippine Scouts).

(p) The list of subjects will be the same as that prescribed for the reappointment of first lieutenants, the board extending

the scope of the examination so as to test fully the officer's ability in the grade of captain.

57. In each case of examination for reappointment, the report of the board will state whether or not the officer's conduct has been satisfactory in every respect. (*G. O. 14, 1912, as amended—1890890, A. G. O.*)

9. Exemptions of graduates, Coast Artillery School, in examination for promotions.—Officers of the Coast Artillery Corps who are graduates of the Coast Artillery School are, subject to the provisions of paragraph 28, (b) (6), General Orders, No. 14, War Department, 1912, as amended, paragraph 8, this compilation, exempt from examination for promotion in the subjects which they pursued satisfactorily at the school, as indicated herein. For convenience in reference, the exemptions are given in the order of the subjects of the examination in paragraph 41, General Orders, No. 14, War Department, 1912.

41. For officers of Coast Artillery. Exemption of graduates of Coast Artillery School.

Second lieutenant to first lieutenant.

(a) Field Service Regulations. Exempt.

(c) Drill Regulations: (1) *Oral*. Drill Regulations for Coast Artillery. Exempt. (3) *Oral*. Infantry Drill Regulations. Exempt.

(f) Seacoast Engineering. *Oral and practical*. Exempt.

(h) Artillery matériel. *Oral and practical*. Exempt.

(i) Ballistics. Exempt.

First lieutenant to captain.

(j) Field Service Regulations. *Oral and written*. Exempt.

(l) Drill Regulations. *Oral*. Drill Regulations for Coast Artillery and the Current Instruction Order. Exempt.

(n) Military Topography. *Practical*. Exempt.

(p) Artillery matériel. *Oral and practical*. Exempt.

(q) Mechanical Engineering. *Oral and practical*. Exempt.

(r) Electrical Engineering. *Oral and practical*. Exempt.

Captain to major.

(s) Field Service Regulations. *Written*. Exempt.

(t) Drill Regulations. Drill Regulations for Coast Artillery and the Current Instruction Order. Exempt.

(u) Minor Tactics. *Oral. Exempt.*

(w) Artillery matériel. *Exempt. (Par. II, Bul. 33, 1915—2315331, A. G. O.)*

10. Examination for commission in Volunteers.—The following are provisions of an act approved January 21, 1903, to promote the efficiency of the Militia, and for other purposes, and regulations established to carry the same into effect :

SEC. 23. That for the purpose of securing a list of persons specially qualified to hold commissions in any volunteer force which may hereafter be called for and organized under the authority of Congress, other than a force composed of Organized Militia, the Secretary of War is authorized from time to time to convene boards of officers at suitable and convenient Army posts in different parts of the United States, who shall examine as to their qualifications for the command of troops or for the performance of staff duties all applicants who shall have served in the Regular Army of the United States, in any of the Volunteer forces of the United States, or in the Organized Militia of any State or Territory or District of Columbia, or who, being a citizen of the United States, shall have attended or pursued a regular course of instruction in any military school or college of the United States Army, or shall have graduated from any educational institution to which an officer of the Army or Navy has been detailed as superintendent or professor pursuant to law after having creditably pursued the course of military instruction therein provided. Such examinations shall be under rules and regulations prescribed by the Secretary of War, and shall be especially directed to ascertain the practical capacity of the applicant. The record of previous service of the applicant shall be considered as a part of the examination. Upon the conclusion of each examination the board shall certify to the War Department its judgment as to the fitness of the applicant, stating the office, if any, which it deems him qualified to fill, and upon approval by the President, the names of the persons certified to be qualified shall be inscribed in a register to be kept in the War Department for that purpose. The persons so certified and registered shall, subject to a physical examination at the time, constitute an eligible class for commissions pursuant to such certificates in any Volunteer force hereafter called for and organized under the authority of Congress, other than a force composed of Organized Militia, and the President may authorize persons from this class to attend and pursue a regular course of study at any military school or college of the United States other than the Military Academy at West Point and to receive from the annual appropriation for the support of the Army the same allowances and commutations as provided in this act for officers of the Organized Militia: *Provided*, That no person shall be entitled to receive a commission as a second lieutenant after he shall have passed the age of thirty; as first lieu-

tenant after he shall have passed the age of thirty-five; as captain after he shall have passed the age of forty; as major after he shall have passed the age of forty-five; as lieutenant colonel after he shall have passed the age of fifty; or as colonel after he shall have passed the age of fifty-five: *And provided further*, That such appointments shall be distributed proportionately, as near as may be, among the various States contributing such Volunteer force: *And provided*, That the appointments in this section provided for shall not be deemed to include appointments to any office in any company, troop, battery, battalion, or regiment of the Organized Militia which volunteers as a body or the officers of which are appointed by the governor of a State or Territory.

I. Boards for the examination of applicants for commission in Volunteer forces will be appointed by the Secretary of War, and will consist of five commissioned officers of the Regular Army of the United States, including two medical officers and a recorder. The duties of the medical officers will be confined to inquiry into and report upon the physical condition of the applicants.

In the case of applications for examination as to fitness for commission as medical officers of Volunteers the board shall consist of three medical officers of the Regular Army, the junior acting as recorder.

The proceedings of the boards will be forwarded to The Adjutant General of the Army.

II. No applicant will be examined who is not a citizen of the United States or has not declared his intention to become such; who, in the judgment of the board, is not physically qualified to discharge all the duties of an officer in active service; who has any mental infirmity or deformity of body, or whose moral fitness has not been clearly established; who shall be less than 21 years of age, or who, being an applicant for commission as second lieutenant, shall be more than 30, as first lieutenant more than 35, as captain more than 40, as major more than 45, as lieutenant colonel more than 50, or as colonel more than 55 years of age.

III. No person shall be examined unless he has a letter from the War Department authorizing his examination.

If an applicant has served in the Regular Army of the United States, or in any of the Volunteer forces of the United States, or in the Organized Militia of any State or Territory or the District of Columbia, he shall submit his discharge papers for each term of service; if still in service in any of

the organizations mentioned, he shall submit recommendations of his immediate and higher commanders.

If an applicant has attended or pursued a regular course of instruction in any military school or college of the United States Army, or has graduated from any educational institution to which an officer of the Army or Navy has been detailed as superintendent or professor pursuant to law, he shall be required to present the diploma or certificate of graduation from such military school, college, or educational institution.

Applications for examination, accompanied by recommendations and other documents of a commendatory character as above indicated, should be made to the adjutant general of the State, Territory, or the District of Columbia, according to the legal residence of the applicant, in the month of May or November, to the end that the governor of the State or Territory, or the commanding general of the National Guard of the District of Columbia, may forward the accumulated applications, with his recommendations in each case indorsed thereon, to The Adjutant General of the Army about January 1 and July 1 of each year: *Provided*, That persons who have served in the Regular Army or Navy of the United States, or in the United States Volunteers, shall be authorized to send their applications and the papers therewith direct to The Adjutant General of the Army.

IV. The organization of the boards shall conform to that of retiring boards, the recorder swearing the several members, including the medical officers, faithfully and impartially to examine and report upon the applicant about to be examined, and the president of the board then swearing the recorder to the faithful performance of his duty. Separate proceedings shall be made for each case.

Medical officers shall not take part in the professional examination except on boards composed exclusively of medical officers. They shall make the necessary physical examination of all applicants and shall submit to the president of the board their opinions in writing. All questions relating to the physical condition of applicants shall be determined by the full board.

All public proceedings shall be in the presence of the applicant under examination; the conclusions reached and the recommendations entered will be regarded as confidential.

V. Every applicant will be subjected to a rigid physical examination which shall include the ordinary analysis of the urine, and if there be found to exist any cause of disqualification which might in the future impair his efficiency as an officer of Volunteers he will be rejected. Defects of vision resulting from errors of refraction which are not excessive, and which may be entirely corrected by glasses, do not disqualify unless they are due to or are accompanied by organic disease. The board will be required to report concerning each applicant whether he is of good moral character and not addicted to the use of intoxicating liquors or drugs. Examination as to physical qualifications will conform to the standard required of recruits for the United States Army, and will include a certificate, to accompany the proceedings of the board, of physical examination by two medical officers, which certificate will embrace all the information required in the form for the examination of recruits.

Before proceeding with the physical examination the applicant about to be examined shall be required to submit, for the information of the board, a certificate as to his physical condition. In case no cause for disqualification exists, the certificate shall take the following form:

I certify that, to the best of my knowledge and belief, I am not affected with any form of disease or disability which would interfere with the performance of the duties under the commission for which I am undergoing examination.

When the board finds an applicant physically incapacitated for service, it shall conclude the examination by finding and reporting the cause which, in its judgment, has produced the disability.

VI. Whenever for any cause the board finds an applicant disqualified for commission, the record shall contain a full statement of the case.

When the board finds an applicant qualified for commission, the fact shall be stated in the following form:

The board is of the opinion that _____ has the physical, moral, and professional qualifications to perform efficiently all the duties of¹ _____, and recommends that he be commissioned as such in the Volunteers.

¹ Here insert the grade and arm of the service, or staff corps, or department, for a commission in which the applicant is recommended.

VII. Examinations in all subjects shall be oral or practical, or both, with the exceptions hereinafter mentioned.

If, at the conclusion of the oral examination in any subject, the board arrives at the definite opinion that the answers do not indicate a degree of proficiency up to the required standard, the applicant shall, as soon as practicable, be informed of the decision of the board and of his privilege to undergo a written examination in that subject; and in case the applicant then signifies his desire to be examined in writing the board shall prepare a set of questions and proceed with a written examination of the applicant in that subject in the manner hereinafter specified.

The examinations shall be sufficiently comprehensive in scope to test properly the applicant's knowledge of the whole subject; in case of written examinations the questions and answers shall be attached to the proceedings.

The examination shall be especially directed to ascertain the practical capacity of the applicant, and the record of previous service of the applicant shall be considered as a part of the examination.

During oral and practical examinations all the members excepting the medical officers shall be present.

Written examinations may be conducted in the presence of one member of the board, for which purpose the board may be divided into committees before whom the examination shall be conducted from day to day until completed; after which the board shall reassemble to consider its finding.

Papers should be given out so that everything in the hands of the applicant may be answered before a recess or adjournment. A statement showing that such was the procedure during the written examinations shall be embodied in the record. In the oral and practical examinations the examining board shall give a numerical value to each head under which questions are asked or exercises given. In written examinations the board shall give a numerical weight (to be previously entered on the margin) to each question, and in like manner shall subsequently enter the estimated weight of each answer. In all cases, for convenience in calculating percentages, the weights of the questions must be such as to aggregate 100 or some simple multiple thereof in each oral, written, or practical examination in each subject.

VIII. Boards are authorized to ask any questions selected from the publications recommended for study. Where black-board or other illustrations will facilitate the examinations, their use is authorized. Examinations will be conducted in a sufficiently exhaustive manner to determine not only that the subject is thoroughly comprehended but also to determine the degree of proficiency of the applicant being examined, and until the board is positively satisfied as to his ability to impart instruction in the various subjects.

IX. In case of unpropitious weather, practical examinations will be postponed from day to day, but never omitted or materially curtailed.

In case of failure in the practical examination in any subject, the board will at once proceed with a second practical examination of sufficient scope to test properly the applicant's efficiency. If successful upon this second examination, the record shall show that he had two practical examinations. In case of failure, an outline of the exercises given and the percentages attained in both practical examinations will be attached to the record.

X. Commanding officers of posts at or in the vicinity of which boards may be appointed to meet shall, without further instructions, furnish, upon request, such available troops and material as may be required by boards in the execution of this order.

XI. At the conclusion of a written examination, the applicant shall be called upon to sign and submit a certificate in his own handwriting to the effect that he has not received assistance from any unauthorized sources.

XII. The board shall report in each subject the percentage attained in all the examinations, whether oral, written, or practical, and will also report the general average of all the subjects. The procedure will be as follows: In each subject, mark each question on the basis of its weight. Add up the marks and reduce the total to a basis of 100. Then, to determine the general average, assign to each subject the relative weight stated below.

Grammar, etc.....	3
Arithmetic.....	3
Geography.....	2
History.....	2
Administration.....	3

Drill Regulations.....	4
Small-Arms Firing Regulations.....	i
Field Service Regulations.....	2
Manual of Guard Duty.....	3
Revised Statutes, etc.....	3
Military law.....	3
International law.....	3
Hippology.....	2
Topography.....	1
Explosives.....	2
Electricity (for Coast Artillery).....	4
Mechanical and Electrical Engineering.....	3
Field fortifications, mines, demolitions, and explosives.....	3
Military bridges.....	2
Practical electricity (for engineer officers).....	2
Surveying.....	2
Field Artillery material.....	3
Reconnaissance.....	3
Roads.....	2
Railroads.....	2
Animal transportation.....	2
Practice of medicine.....	4
Surgery.....	4
Military sanitation.....	4
Construction, including foundations, building materials, and plant.....	2
Duties of engineer officers and troops in war.....	3
Duties of ordnance officers.....	3
Mechanics of engineering.....	2
Transportation (Quartermaster Corps).....	2
General duties of the Quartermaster Corps.....	5
Signaling.....	2
Telegraphy, including radiotelegraphy and telephony.....	3
Construction and installation, engines, etc. (for field officers of Signal Corps).....	2
Minor tactics.....	2
Practical efficiency.....	6

No weights will be assigned to moral character or physical condition; they will be reported simply as "satisfactory" or "unsatisfactory."

Multiply the percentage in each subject by the relative weight as above given; then divide the sum of the products by the sum of the weights. This will give the general average. The method is elucidated in the following:

Example.

No.	Subjects.	Percent-ages.	Relative weights.	Products.
ELEMENTARY EXAMINATION.				
1	Grammar, etc.....	80	3	240
2	Arithmetic.....	77	3	231
3	Geography.....	76	2	152
4	History.....	81	2	162
PROFESSIONAL EXAMINATION.				
5	Administration.....	70	3	210
6	Drill Regulations.....	72	4	288
7	Field Service Regulations.....	71	2	142
8	Small-Arms Firing Regulations.....	68	1	68
9	Manual of Guard Duty.....	83	3	249
10	Military law.....	90	3	270
11	Topography.....	75	1	75
		-----	27	2,087
General average.....		-----	-----	77.32

No applicant shall be passed who fails to receive a general average of 70 per cent or more, or who receives less than 65 per cent in any subject, be the examination oral, written, or practical.

The numerous questions which may be formulated by the board admit of considerable variation, and make it possible to arrange examinations radically different as regards particular questions, but essentially the same in respect to scope and character. It is desirable that the questions be selected indiscriminately in each case, to the end that each applicant undergoing examination may have a different arrangement of questions, even when simultaneous examinations of a similar character are being conducted.

Such of the following publications as are applicable are recommended for study by persons preparing for examination:

Army Regulations.

Drill Regulations.

Small-Arms Firing Regulations.

Manual of Guard Duty.

Manual for Courts-Martial.

Field Service Regulations; Tables of Organization.

Artillery Circulars.

General Orders and Bulletins, War Department.

- Manuals, orders, and circulars of the staff departments.
 Horses, Saddles, and Bridles—Carter.
 A Treatise on the Military Law of the United States—Davis.
 Rules of Land Warfare, War Department.
 Military Topography—Sherrill.
 Instruction pamphlets issued by the Ordnance Department bearing on Coast Artillery matériel.
 Ordnance and Gunnery—Lissak.
 Artillery Notes.
 Military Explosives—Weaver.
 Elements of Electrical Engineering (D. C.)—Franklin and Esty.
 Internal Combustion Engines—Carpenter and Deidrichs.
 Power and Power Transmission—Kerr.
 Armor and Ships—Journal United States Artillery.
 Theory and Practice of Surveying—Johnson.
 The Storage Battery—Treadwell.
 Lessons in Practical Electricity—Swoope.
 United States Signal Corps publications.
 United States Torpedo Manual.
 Article on Coast Defense—Journal of the United States Artillery, November and December, 1904.
 International Law—Davis.
 General Orders, Nos. 4 and 52, Adjutant General's Office, 1902.
 Instruction pamphlets issued by the Ordnance Department bearing on Field Artillery matériel.
 Revised Statutes of the United States and acts of Congress affecting the military establishment.
 An applicant presenting a diploma from any of the military schools of the United States Army or from the United States Naval Academy shall be excused, if he so desire, from examination in the subjects covered by said diploma, his mark in said subjects being rated at 75 per cent of the maximum.
- XIII. All applicants, except for positions as company officers of Infantry or Coast Artillery, will be required to undergo a practical and oral examination in equitation and in equipment of saddle horses, the scope of which will be sufficient to decide upon their ability to accompany a mounted command on ordinary marches, to perform the duties of mounted staff officers, to carry dispatches in the field, and to saddle, unsaddle, and care for a horse in emergencies. This examina-

tion will ordinarily be held in connection with the practical examination in drill regulations.

XIV. The board, being satisfied as to the moral and physical qualifications of the applicant, will proceed with the mental examination, which will consist of two parts, (1) the elementary examination, and (2) the professional examination. In the elementary examination the board will examine the applicant:

1. In his knowledge of English grammar and his ability to read, write, and spell with facility and correctness.

2. In his knowledge of arithmetic and his ability to apply its rules to practical questions.

3. In his knowledge of geography, particularly in reference to North America.

4. In his knowledge of the history of the United States.

This elementary examination may be waived by the board in case the applicant produces a diploma or certificate of graduation from some educational institution of good repute, or when the board is satisfied from the record of the applicant or other circumstances that he has been sufficiently educated in the subjects mentioned; these modifications in regard to the elementary examination are of special importance in the cases of applicants over 40 years of age.

When the applicant desires that the elementary examination be waived and the board, after deliberation, decides to omit it, the mark assigned to each of the four subjects thereof shall be 70 per cent of the maximum.

XV. In the professional examination the subjects will vary with the nature of the position sought by the applicant, as follows:

FOR INFANTRY.

Captains, first lieutenants, and second lieutenants.

Administration. *Oral.* Army Regulations and important general orders, in the discretion of the board, special attention being paid to Articles I-XXIII, inclusive, XXIX-XXXIII, inclusive, and Articles XXXIX, XL, LIII, LV, and LX.

Drill Regulations. *Practical.* School of the Soldier. School of the Squad. School of the Company.

Field Service Regulations. *Oral.* Service of information. Service of security. Marches. Shelter.

Tables of organization to include the company.

Small-Arms Firing Regulations. *Oral*. Theoretical principles. Estimating distances.

Manual of Guard Duty. *Oral*. Entire book.

Military law. *Oral*. Manual of Courts-Martial (official).

Topography. *Practical*. Making of a topographical map. Map reading.

Field officers.

The examination of applicants for positions as field officers of Infantry will be the same as that prescribed for company officers, adding thereto:

Drill Regulations. *Practical* and *oral*. Parts I, II, III, and IV, Infantry Drill Regulations.

Field Service Regulations. *Oral*. Entire text.

Tables of organization to include the Infantry regiment.

Military law. *Oral*. The law of war. Civil functions and relations of the military. Instructions for the government of armies of the United States in the field (Rules of Land Warfare; General Orders, Nos. 4 and 52, A. G. O., 1902, and Circular No. 65, W. D., 1907).

FOR CAVALRY.

Captains, first lieutenants, and second lieutenants.

Administration. *Oral*. Same as for Infantry.

Drill Regulations. *Practical*. School of the Soldier. School of the Trooper. The troop.

Field Service Regulations. Tables of organization to include the Troop, Small-Arms Firing Regulations, Manual of Guard Duty, Military Law, and Topography. Same as for Infantry.

Hippology. *Oral*. The Cavalry horse: Nomenclature; conformation; examination for soundness; age of horses; endurance of horses. Bits, biting, and training; saddles; seats; transportation of horses; the horse's foot; stable management; forage.

Field officers.

The examination will be the same as for troop officers, adding thereto:

Drill Regulations. *Practical* and *oral*. The squadron, including extended order. The regiment, including extended order. Employment of Cavalry.

Field Service Regulations and military law. *Oral*. Same as for field officers of Infantry. Tables of organization to include Cavalry regiment.

FOR FIELD ARTILLERY.

Second lieutenants.

Administration. *Oral*. Same as for Infantry.

Field Artillery Drill Regulations. *Practical* and *oral*. The soldier, dismounted; the battery, dismounted; the cannoneer; the gun squad; the firing battery; preparation and conduct of fire; the driver; the battery mounted.

Field Service Regulations, Small-Arms Firing Regulations, Manual of Guard Duty, Military Law, and Topography. Same as for Infantry. Tables of organization to include the battery.

Hippology. *Oral*. The Cavalry horse; draft horses: Nomenclature; conformation; examination for soundness; age of horses, endurance of horses. Bits, biting, and training; saddles; seats; transportation of horses; the horse's foot; stable management; forage.

Field Artillery matériel. *Oral* and *practical*. General description and knowledge of the use of Field Artillery matériel and accessories.

First lieutenants.

To the requirements for second lieutenants add: The soldier mounted; the gun squad mounted; Field Artillery information service.

Captains.

To the requirements for first lieutenants add: Artillery in the field.

Field officers.

The examination will be the same as for battery officers, adding thereto:

Field Service Regulations and military law. *Oral*. Same as for field officers of Infantry. Tables of organization to include Artillery regiment.

Field Artillery Drill Regulations. *Oral* and *practical*. Entire text.

FOR COAST ARTILLERY CORPS.

First lieutenants and second lieutenants.

1. Administration. *Oral*. Same as for Infantry.

2. Drill Regulations. *Oral* and *practical*:

(a) Coast Artillery Drill Regulations so far as relates to the formation of the company and marching maneuvers and the drill for one piece, to be selected by the candidate; the current instruction order for the Coast Artillery Corps.

(b) Infantry Drill Regulations, to include the school of the company.

3. Field Service Regulations, Manual of Guard Duty, Military Law, and Topography. Same as for Infantry.

4. Explosives. *Oral*. Including primers and fuzes.

5. Electricity. *Oral*. To include theoretical electricity, basis of electrical measurements, including units; Ohm's law, including its application to shunts; electromagnetism and induced currents; methods of measurement of voltage, current, electrical energy and resistance of apparatus therefor; primary cells; general principles of storage batteries, generators, and motors.

Captains.

The subjects for captains are the same as for lieutenants, and in addition thereto:

1. Elementary, mechanical, and electrical engineering. *Oral* and *practical*. To include elementary and applied mechanics; care and operation of steam boilers, steam engines, and internal combustion engines; theory, care, and operation of dynamos, motors, storage batteries, telephones, and search-lights.

2. Coast Artillery Drill Regulations. *Oral* and *practical*. Fire and mine command.

3. Ceremonies of Infantry Drill Regulations.

Field officers.

For field officers, Coast Artillery Corps, the subjects are the same as for captains, and in addition thereto:

1. Coast Artillery Drill Regulations. *Oral* and *practical*. Entire text.

2. Infantry Drill Regulations. *Oral* and *practical*. School of the battalion.

3. Military law and Field Service Regulations. Same as for field officers of Infantry.

Engineers.

1. All candidates for positions on the list of eligibles for commission as volunteer engineer officers will be required to appear before boards of officers of the Corps of Engineers and of the Medical Corps, United States Army, constituted as hereinbefore prescribed. Those candidates passing a satisfactory physical and moral examination will personally submit to the board evidence of their technical qualifications as hereinafter set forth, together with a full statement of their professional experience.

2. The board will question the candidates generally as to their experience and will examine the documents and other evidence submitted to them. Based upon such evidence, the board will arrange the candidates in order of merit and recommend them for the grades to which they appear to be fitted.

3. Qualifications for the grades of lieutenant:

(a) The candidate must be an engineer in the active practice of his profession or in some business immediately connected with or concerned in engineering matters.

(b) He must either hold the grade of junior engineer, civil, electrical, or mechanical, or higher grade in the civil service, or he must be a graduate from an approved engineering college or belong to one of the following national engineering societies in a grade not lower than that shown opposite to each:

The American Society of Civil Engineers.....	Junior member.
The American Institute of Mining Engineers.....	Member.
The American Society of Mechanical Engineers.....	Junior.
The American Institute of Electrical Engineers.....	Associate.

or he must be or have been a noncommissioned officer of the grade of sergeant or above from one of the regular battalions of engineers.

4. Qualifications for the grade of captain:

(a) Same as 3 (a).

(b) He must either hold the grade of assistant engineer in the Engineer Department at Large or a corresponding engineer grade in the civil service in another department of the Government service, or be an associate member, or member of one of the national engineering societies enumerated under 3 (b), above, or have held a commission in the Corps of Engineers of the Regular Army.

(c) Sufficient knowledge of Field Service Regulations, Army Regulations, and Tables of Organization to understand the type of information of which these regulations are the source.

5. Qualifications for the grade of field officer:

(a) Same as 3 (a).

(b) He must either hold the grade of assistant engineer in the Engineer Department at Large or a corresponding engineer grade under the civil service in another department of the Government service, or be a member of one of the first three national engineering societies enumerated in 3 (b), or be a fellow of the American Institute of Electrical Engineers, or have held a commission in the Corps of Engineers of the Regular Army not more than two grades below that for which he desires to be listed.

(c) In addition to fulfilling the qualifications given in 5 (a) and (b), the candidate will be required to pass the examination prescribed herein for a field officer of Infantry and an examination on the duties of engineer officers and troops in war, what they are and how they are performed.

Equal weights will be given to each of these examinations.

6. Candidates who desire a restricted rating on the eligible list for positions on the military railway staff or with railway troops, in the operative department, in lieu of the qualifications enumerated in paragraphs 3, 4, and 5, may submit evidence that they are actually employed in a corresponding or higher position upon a first-class railway, and references to higher railway officials under whom they have been employed.

Such officials, or others, will be communicated with, and upon all the evidence submitted or otherwise obtained the board will base its recommendations, and recommend the appropriate grades for the successful candidates.

Such restricted ratings will lapse in case the candidate is reduced in his rating in the railway employ or in case he separates himself from such railway employ for a period of six consecutive months.

Field officers.

Same as for field officers of Infantry, adding thereto the professional examination above stated for company officers of engineers. The applicant will also be examined orally in the following subjects:

1. Duties of engineer officers and troops in war.
2. Mechanics of engineering.

FOR SIGNAL CORPS.

Captains and lieutenants.

Administration. *Oral.* Army Regulations: Same as for company officers of Infantry. Also regulations pertaining specially to the Signal Corps. Laws relating to Signal Corps.

Signaling. *Oral and practical.* Theoretical and practical knowledge of modern methods of visual signaling, including ability to transmit and receive messages by flag, lantern, and heliograph.

Telegraph and telephony. *Oral and practical.* Theoretical and applied knowledge of electricity and telephony, covering (a) installation and repair of telephones, testing for faults, etc.; (b) construction, maintenance, and operation of permanent telegraph and telephone lines; (c) installation, maintenance, and operation of field lines; (d) skill in transmission and receipt of messages on telegraph lines; (e) dynamos, motors, and batteries (*oral and practical*); (f) radiotelegraphy.

Military law. *Oral.* Manual of Courts-Martial (official). Instructions for the government of armies of the United States in the field (General Orders, Nos. 4 and 52 of 1902, A. G. O., and Circular No. 65, W. D., 1907, Rules of Land Warfare).

Topography. *Practical.* Map reading and field sketching.

Field officers.

The examination will be the same as the foregoing, adding thereto scheme as to material, cost, time, etc., and method of constructing a permanent telegraph line in such portion of the United States as may be designated; scheme for assembling, organizing, and transporting a mobile telegraph train for building light semipermanent lines for telegraph or telephone communication under conditions to be designated by the examining board.

Engines, boilers, internal-combustion engines, automobile traction.

FOR ADJUTANT GENERAL'S DEPARTMENT.

All officers.

1. Administration. *Oral.* Army Regulations, in the discretion of the board, special importance being attached to the portions relating to the usual duties of the officers of The Adju-

tant General's Department, including the subjects of "Military correspondence," "Orders," "Muster rolls," "Returns of troops," and "Records."

2. Manual of Guard Duty. *Oral*. Entire text.
3. Military law. *Oral*. Manual of Courts-Martial (official).
4. Field Service Regulations. *Oral*. Entire text.

FOR INSPECTOR GENERAL'S DEPARTMENT.

All officers.

Administration. *Oral*. Army Regulations, in the discretion of the board, special attention being devoted to the articles "Inspector General's Department," "Money accountability," and "Public property."

Drill Regulations of the three arms. *Oral*. Same as for company, troop, battery, and field officers.

Manual of Guard Duty. *Oral*. Entire text.

Field Service Regulations. *Oral*. Entire text.

Military law. *Oral*. Manual of Courts-Martial (official). Instructions for the government of armies of the United States in the field (Rules of Land Warfare, General Orders, Nos. 4 and 52 of 1902, A. G. O., and Circular No. 65, W. D., 1907).

FOR QUARTERMASTER CORPS.

All officers.

Administration. *Oral* and *practical*. Army Regulations, 1913: Article XLIX—Advertising and printing; Article L—Purchase of supplies and engagement of service; Article LI—Bonds of disbursing officers, bidders, and contractors; Article LII—Money accountability; Article LIII—Public property accountability and responsibility; Article LIV—Lands, buildings, and improvements; Article LV—Surveys on property; Article LVI—Civilian employees, general provisions; Article LXXIII—Quartermaster Corps.

General duties. United States Army Transport Regulations, 1908, and circulars of the Quartermaster General's Office relating to supplies, payment, and services. Subsistence and pay manuals.

Blanks should be furnished and the applicant required to exemplify their use in the preparation of contracts, bonds, returns, accounts current, etc.

Military law. *Oral.* Manual of Courts-Martial (official). The law of war. Civil functions and relations of the military. Instructions for the government of armies of the United States in the field (Rules of Land Warfare, General Orders, Nos. 4 and 52 of 1902, A. G. O., and Circular No. 65, W. D., 1907).

Hippology. *Oral.* The Cavalry horse: Draft horses and mules; inspection and purchase; care of; feeding; watering. Stables: Construction; lighting; ventilation. Forage: Kinds and relative value; inspection of; causes of deterioration; proper care of.

Transportation. *Oral.* By land (rail, wagon, and pack) and water. Care of animals on cars and transports. Construction and repairs of roads, railroads, bridges, etc.

FOR ORDNANCE DEPARTMENT.

The examination for the Ordnance Department will consist of two parts, the first part being designed for applicants desiring service in the field and the second part for applicants desiring technical duty. It is optional with the applicant to take either part, or both.

FIRST PART.

Captains and first lieutenants.

Administration. *Oral.* Army Regulations and important general orders, in the discretion of the board, special attention being devoted to Articles 1-5, 9-13, and 29-32, all inclusive, and Articles 39, 40, 50-56, 60, 61, 76 A. R. 1913; also, Ordnance Regulations, 1907, and Ordnance Property Regulations, 1909.

Small-Arms Firing Regulations. *Oral.* Same as for company officers of Infantry.

Duties of ordnance officers. *Oral.* (a) General War Plans of the Ordnance Department, General Order No. 3, Office of the Chief of Ordnance, August 25, 1913; duties of chief ordnance officers and commanding officers of ordnance depots in the field, General Orders, Nos. 2, 3, 4, 5, 6, and 11, Office of the Chief of Ordnance, 1912; practical duties of ordnance officers in the field, including minor repairs of arms and equipment. (b) Practical knowledge of the arms, ammunition, and equipments of Infantry, Cavalry, and Field Artillery.

Field officers.

The examination will be the same as the foregoing, but the board will, in addition, inquire into the business capacity of the applicant and his experience in handling affairs and men. The examination under "Administration" and "Duties of ordnance officers" will also be more extended than for the grades of captain and first lieutenant, by reason of the greater responsibility pertaining to the duties of officers of field rank.

SECOND PART.

Captains and first lieutenants.

Administration. *Oral.* Army Regulations, 1913, and important general orders in the discretion of the board, special attention being devoted to Articles 1-5, 9-13, 29-32, all inclusive, and Articles 39, 40, 50-56, 60, 61, 76, also, Ordnance Regulations, 1907.

Military law. *Oral.* Same as for company officers of Infantry.

Duties of ordnance officers. *Oral.* (a) Knowledge of boilers, engines, tools, including practical handling of tools.

(b) Practical electricity and electrical machines.

(c) Experience in the manufacture of articles composed of steel, of wood, of leather.

Field officers.

The examination will be the same as the foregoing, but the board will, in addition, inquire into the business capacity of the applicant, his experience with mechanics and machinists, and his ability in the management of manufacturing establishments.

FOR MEDICAL DEPARTMENT.

[Examinations will be conducted under special instructions from the Surgeon General.]

Captains and first lieutenants.

1. Administration. Army Regulations so far as they relate to the Medical Department or to the medical officer as an officer of the Army.

Manual for the Medical Department.

(Blanks should be furnished and the applicants required to exemplify their use in the preparation of reports and returns.)

2. Drill Regulations for the Hospital Corps.

3. Practice of medicine.

4. Surgery.

5. Military sanitation.

6. Military law. Manual of Courts-Martial (official). Instructions for the government of armies of the United States in the field (General Orders, Nos. 4 and 52 of 1902, A. G. O., and Circular, No. 65, W. D., 1907, Rules of Land Warfare).

Field officers.

1. Administration. Army Regulations so far as they relate to the Medical Department or to the medical officer as an officer of the Army.

Field Service Regulations in so far as they relate to the Medical Department.

Manual for the Medical Department.

(Blanks should be furnished and the applicants required to exemplify their use in the preparation of reports and returns.)

2. Practice of medicine.

3. Surgery.

4. Military sanitation and epidemiology.

5. Military law. Manual of Courts-Martial (official). Instructions for the government of armies of the United States in the field (General Orders, 4 and 52 of 1902, A. G. O., and Circular, No. 65, W. D., 1907, Rules of Land Warfare).

FOR JUDGE ADVOCATE GENERAL'S DEPARTMENT.

The applicant shall produce a diploma from a regularly established law school of good reputation and shall submit evidence that he has been a practicing attorney in good standing for a period of at least two years.

For all officers.

Administration. *Oral.* Army Regulations: In the discretion of the board, special importance being attached to Article XLIV (The Organized Militia), (Employment of troops in the

enforcement of the laws); Articles XLVII and LXVIII (Judge Advocate General's Department); Article LXIX (Arrest and confinement); Article LXX (Courts-martial); Article LXXI (Civilian witnesses); Article LXXII (Employment of civil counsel—Habeas corpus). The Articles of War.

Military law. *Oral*. Manual of Courts-Martial (official).

International law and the law of war. *Oral*.

1. States and their essential attributes.
2. Perfect and imperfect rights.
3. National character.
4. The conflict of international rights.
5. War.
6. Neutrality; the rights and duties of neutrals.
7. Law of military occupation.
8. Rules of Land Warfare and Bulletin 6, W. D., 1913.
9. The Geneva Convention, 1906 (Circular No. 65, W. D., 1907).
10. The Hague Conference (General Orders, Nos. 4 and 52, A. G. O., 1902).
11. Military Government and Martial Law (Birkhimer).

Revised Statutes and acts of Congress relating to the organization, etc., of the Military Establishment of the United States. *Oral*. In the discretion of the board, the scope of the examination to be sufficient to test the applicant's knowledge of the fundamental principles and more important details of the laws relating to the Army of the United States and the militia.

LETTER OF APPLICATION FOR EXAMINATION FOR COMMISSION IN VOLUNTEER FORCE.

[Under sec. 23, act of Jan. 21, 1903.]

_____, 19—.

The Adjutant General, _____,
_____.

SIR: I have the honor to apply for examination for a commission as ¹_____ of ²_____, ³_____, in any volunteer force which may hereafter be called for and organized under the

¹ Insert grade.

² Insert branch of service, as Cavalry, Field Artillery, Coast Artillery, or Infantry.

³ Name staff position, and in this case rule out (1) and (2).

authority of Congress, other than a force composed of Organized Militia.

I have served _____ years in ⁴_____.

I have pursued a regular course of instruction for _____ years in ⁵_____.

I graduated in the year _____ from ⁶_____, after having creditably pursued the course of military instruction therein provided.

I was born _____, 1_____, and am ⁷_____ a citizen of the United States.

Respectfully,

_____,
_____.

The correctness of the statements above made was sworn to and subscribed before me, _____, 19____.

⁸_____,
_____.

(G. O. 54, 1914—1475535 P, A. G. O. as amended by Par. I, G. O. 50, 1915—1475535 S, A. G. O.)

⁴ Insert service in Regular Army of the United States, or volunteer forces of the United States, or Organized Militia of any State, Territory, or District of Columbia; also state in what capacity.

⁵ Insert name and location of the military school or college of the United States Army.

⁶ Insert the name and location of the educational institution to which an officer of the Army or Navy has been detailed as superintendent or professor pursuant to law.

⁷ Insert "not" if in accordance with fact.

⁸ Oath to be taken before, and signature to be made by, officer authorized by law to administer oaths.

NOTE.—The foregoing is the form to be followed in applying for examination, and is to be addressed to the adjutant general of a State or Territory, or to The Adjutant General of the Army, according as the applicant comes within the classes indicated in the fourth paragraph of Section III, and must embody all the information indicated in the blanks. *Blank forms are not supplied by the War Department.*

ARTICLE III.

ASSIGNMENTS AND DETAILS—DETACHED SERVICE OF OFFICERS.

11. Employment of outside influence to obtain assignments, etc.—Attention is hereby specifically called to the Executive order published in General Orders, No. 112, of July 13, 1905, which is as follows :

EXECUTIVE ORDER.

The Congress of the United States, by appropriate legislative enactments, has made the matter of assignments, transfers, and details in the Army the subject of formal statutory regulation ; Executive regulations in furtherance of these statutes have been adopted, the operation of which has been to place upon record in the War Department full and detailed information in respect to the character, capacity, military services, and general attainments of all officers composing the military establishment. The records so obtained fully set forth the relative merits of officers of all grades of rank in the several branches of the line and staff, and enable all vacancies which occur in the military service to be filled after a careful comparison of the records of those officers who are eligible under the law for particular assignments or details.

A similar legislative policy exists in respect to the Navy, and the records of the Navy Department furnish evidence of the character, service, and ability of all officers of the Navy, founded upon the official reports of those officers whose duty it is to make them. These reports are sufficiently specific to enable the department to determine the particular duty which each officer is fitted to perform without the intervention or requests, claims, or influence from sources outside the Navy.

It is therefore announced that in future appointments, details, transfers, and assignments in the Army and Navy, the Executive will be guided by the official records of the War and Navy Departments, respectively, to the exclusion of other sources of influence or information ; but in case an officer has performed any special act of bravery or courage or rendered specially efficient service of which there is no record or only a partial record in the War or Navy Department, the testimony of any person who was an eyewitness of the same may be submitted for consideration.

Should it be discovered that since the publication of this order an officer of the Army or Navy has sought recommenda-

tion or support from sources outside of those named above, this fact will debar him from obtaining the particular advancement, assignment, or detail which he has by such means attempted to secure, and the fact that he has sought such influence will be noted on his official record.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *July 7, 1905.*

and to the order of the President published in General Orders, No. 38, of March 3, 1909, which is as follows:

THE WHITE HOUSE,
Washington, March 3, 1909.

To the SECRETARY OF WAR:

Supplementing orders heretofore issued, it is directed that hereafter all requests and recommendations, either written or verbal, received at the War Department from or on behalf of Army officers, of whatever nature—other than those received through regular military channels—shall be filed with or noted on their records. Officers who do not desire such notations on their records should take such action as may be necessary to prevent such requests or recommendations being made.

THEODORE ROOSEVELT.

Notwithstanding these orders, this department is constantly in receipt of numerous requests, written and oral, concerning the promotion, assignment, transfer, detail, and other special treatment of officers in the service. In some instances of recent occurrence it has been found that the officer in question did not desire the thing requested in his behalf, and in many others it is difficult to believe that the officer was not directly or indirectly responsible for the request, although it came through a third person and bore no direct evidence of his participation therein. If the department heeds the importunities of those who, by disobeying these orders in letter or spirit, are enabled to reach it, the result is simply to put a premium upon disobedience and to punish those who strictly observe the orders.

Hereafter any communication made to this department, written or oral, requesting any promotion, assignment, transfer, detail, or other special consideration for any officer (excepting when made by the officer himself in the proper way), will at once be referred to the officer in question, who will be required to state whether the communication was made directly or indirectly by his procurement, and whether he avows or disavows the request as one on his behalf. (*G. O. 31, 1913—2030735, A. G. O.*)

12. Official records constitute basis of assignments, etc.—

1. The strict enforcement of the provisions of paragraph 5, Army Regulations, and of General Orders, No. 31, War Department, 1913, Par. 11, this compilation, which forbid the employment of outside influence by officers to obtain details, assignments, and other favors, makes it desirable to put into effect the best methods of ascertaining the wants of officers and of placing before the Secretary of War this information together with the compiled efficiency records which will enable him to make details and assignments in the interests of the service as well as of individuals.

2. The following sources of information are authorized :

(a) Personal Report and Statement of Preferences.

(b) Special letters of recommendation for particular duties by military superiors.

(c) Official applications from governors of States and presidents of military schools and colleges for the detail of officers under the provisions of law governing such matters.

3. The foregoing sources of information will be considered together with the compiled efficiency records in making details and assignments.

4. Preferences for particular assignments will be considered with special reference to the interests of the service, interests of other officers, and economy, as well as with reference to the personal benefit of the officer.

5. The purpose of the foregoing is to make known the policy of the department that the official records only constitute the basis of all assignments and details. (*Bul. 6, 1915—2243480 K, A. G. O.*)

13. Details to Staff Corps, detached officers.—The following rules and regulations are prescribed by the President to carry into effect the provisions of so much of the act of Congress approved March 3, 1911, entitled "An act making appropriations for the support of the Army for the fiscal year ending June 30, 1912," as provides that certain officers on detached service shall be subject to the provisions of section 27, of the act approved February 2, 1901, with reference to details to the Staff Corps :

Upon the request of the governors of the several States and Territories concerned, officers of the active list of the Army may be assigned to duty as inspectors and instructors of the Organized Militia in numbers not to exceed one for each

regiment and separate battalion of Infantry or its equivalent of other troops.

Line officers not to exceed 200 now or hereafter on detached service with the Organized Militia or on other detached service, the usual period of which exceeds one year, will be subject to the provisions of section 27, of the act approved February 2, 1901, with reference to details to the Staff Corps. These 200 officers will be distributed among the several grades from first lieutenant to colonel, inclusive, and the number in each grade in each of the several branches of the line of the Army, namely, the Cavalry, Field Artillery, Coast Artillery Corps, and Infantry, will be, as nearly as practicable, in proportion to the authorized commissioned strength of that branch. The names of the officers will from time to time be announced in orders from the War Department.

Details to the several staff corps and departments under the act of Congress approved February 2, 1901, will hereafter be made independently of the apportionment of detached officers under the act approved March 3, 1911. In making such details the imperative needs of the service will be first considered, and in case an eligible officer is regarded as peculiarly qualified for a particular staff position he may be detailed without reference to any apportionment or proportions; but in other instances details will be made in each grade from the several arms of the line in the proportion which the number of officers in each arm bears to the total number of officers in the line of the Army. (*G. O. 33, 1911—1756469, A. G. O.; Par. II, Bul. 29, 1915—2298005, A. G. O.*)

14. Detached service of officers, laws and instructions governing.—1. The following is an extract from "An act making appropriation for the support of the Army for the fiscal year ending June 30, 1913, and for other purposes," approved August 24, 1912, and amended by a joint resolution of the same date:

Provided, That on and after December fifteenth, nineteen hundred and twelve, in time of peace, whenever any officer holding a permanent commission in the line of the Army with rank below that of major shall not have been actually present for duty for at least two of the last preceding six years with a troop, battery, or company, of that branch of the Army in which he shall hold said commission, such officer shall not be detached nor permitted to remain detached from such troop, battery, or company, for duty of any kind; and all pay and allowances shall be forfeited by any superior for any period

during which, by his order, or his permission, or by reason of his failure or neglect to issue or cause to be issued the proper order or instructions at the proper time, any officer shall be detached or permitted to remain detached in violation of any of the terms of this proviso; but nothing in this proviso shall be held to apply in the case of any officer for such period as shall be actually necessary for him, after having been relieved from detached service, to join the troop, battery, or company, to which he shall belong in that branch in which he shall hold a permanent commission, nor shall anything in this proviso be held to apply to the detachment or detail of officers for duty in the Judge Advocate General's Department or in the Ordnance Department, or in connection with the construction of the Panama Canal until after such canal shall have been formally opened, or in the Philippine Constabulary until the first day of January, nineteen hundred and fourteen, or to any officer detailed, or who may be hereafter detailed, for aviation duty. And hereafter no officer holding a permanent commission in the Army with rank below that of major shall be detailed as assistant to the Chief of the Bureau of Insular Affairs with rank of colonel, or as commanding officer of the Porto Rico Regiment of Infantry, or as chief or assistant chief (director or assistant director) of the Philippine Constabulary, and no other officers of the Army shall hereafter be detailed for duty with the said constabulary except as specifically provided by law.

2. The following is an extract from "An act making appropriations for the support of the Army for the fiscal year ending June 30, 1915," approved April 27, 1914:

And provided further, That after September first, nineteen hundred and fourteen, in time of peace, whenever any officer holding a permanent commission in the line of the Army, with rank of colonel, lieutenant colonel, or major, shall not have been actually present for duty for at least two years of the last preceding six years with a command composed of not less than two troops, batteries, or companies of that branch of the Army in which he shall hold said commission, such officer shall not be detached nor permitted to remain detached from such command for duty of any kind except as herein-after specifically provided; and all pay and allowances shall be forfeited by any superior for any period during which by his order or his permission, or by reason of his failure or neglect to issue or cause to be issued the proper order or instructions at the proper time, any officer shall be detached or permitted to remain detached in violation of any of the terms of this Act; but nothing in this Act shall be held to apply in the case of any officer for such period as shall be actually necessary for him, after having been relieved from detached service, to join the organization or command to which he shall belong in that branch in which he shall hold a permanent commission; nor shall anything in this Act be held to apply to the

detachment or detail of officers for duty in connection with the construction of the Panama Canal until after such canal shall have been formally opened, or in connection with the Alaska Road Commission or the Alaska Railroad or the Bureau of Insular Affairs; and nothing in this Act shall prevent the re-detail of officers above the grade of major to fill vacancies in the various staff corps and departments as provided for by section twenty-six of the Act of Congress approved February second, nineteen hundred and one: *Provided further*, That whenever the service record of any field officer is to be ascertained for the purposes of this Act, all duty actually performed by him during the last preceding six years, in a grade below that of major, in connection with any statutory organization of that branch of the Army in which he shall hold a permanent commission, or as a staff officer of any coast defense or coast-artillery district, shall be credited to him as actual presence for duty with a command composed as hereinbefore prescribed: *And provided further*, That temporary duty of any kind hereafter performed with United States troops in the field for a period or periods the aggregate of which shall not exceed sixty days in any one calendar year, and duty hereafter performed in command of United States Army nine planter by an officer assigned to a company from which this detachment is drawn, and duty hereafter performed in command of a machine-gun platoon or a machine-gun unit, by any officer who, before assignment to such duty, shall have been regularly assigned to, and shall have entered upon duty with, an organization or a command the detachment of certain officers from which is prohibited by the Act of Congress approved August twenty-fourth, *nineteen hundred and twelve, or by this Act, shall, for the purpose of said Acts, hereafter be counted as actual presence for duty with such organization or command.

3. Strict observance of the foregoing statutory rules is enjoined upon all officers who exercise the power to detach a line officer from duty with an organization of the line branch in which he is commissioned, or who have authority to order the return of any such officer to duty with an organization.

4. Bureau chiefs, commanding officers, and other officers under whose direction, command, or supervision, officers commissioned in the line of the Army may be serving or may hereafter serve detached from duty with an organization of that branch of the Army in which commissioned, and who are without authority to order the return of such officers to duty with an organization, will cause timely notice of the date upon which each officer should be so returned to be given to the proper authority having power to issue the necessary orders to insure compliance with the statute quoted above.

5. Each officer will keep himself informed as to his status, and as the date approaches when he must return to duty with an organization or command he will bring the matter to the attention of his next superior officer, who, in turn, will see that timely notice of the matter is given to the authority competent to issue the necessary orders.

6. Each officer will carefully preserve his record of absences and will make such subsequent entries as may be necessary to keep the record posted to date.

7. Whenever the officer passes from duty with an organization or command where his record of service is kept, the correctness of the record will be attested by the proper authority.

8. Each officer will forward on December 31 of each year to The Adjutant General of the Army, on blank forms which will be furnished for the purpose, a statement showing all absences during the year from duty with his organization or command. In the event that there are no absences a statement to that effect will be furnished. (*Par. III, G. O. 32, 1912—1951564, A. G. O.; Par. I, G. O. 41, 1912—1951564 A, A. G. O.; G. O. 37, 1914—2164606, A. G. O.*)

9. No captain or lieutenant commissioned in the line of the Army, who shall not have been actually present for duty for at least two of the last preceding six years with a troop, battery, or company of that branch of the Army in which he shall hold his commission, will be detached from such troop, battery, or company for duty of any kind.

10. The foregoing instructions do not apply to the detachment or detail of officers for duty in the Judge Advocate General's Department or in the Ordnance Department, or to any officer detailed, or who may hereafter be detailed, for aviation duty.

11. In order to be regarded as actually present for duty with a troop, battery, or company, in the sense of the proviso, an officer must, pursuant to competent orders, be in such actual relation to said organization as will make him available without further orders to perform the usual duties of his grade with respect to said organization, with the primary purpose of performing them, so that he stands ready and able to perform them as they arise in the course of military administration. Anything short of this does not constitute actual presence for duty with a troop, battery, or company in the sense of the proviso. The phrase "actually present for duty" em-

ployed in the proviso is to be construed literally—that is, to meet the statutory requirement an officer must be present on duty with one of the organizations prescribed, in the sense that he is in a regular and normal duty status with respect thereto.

12. In applying the rule stated in the preceding paragraph it is immaterial whether the officer is “assigned” to a troop, battery, or company with which he may be serving or “attached” thereto, provided he actually occupies the regular and normal duty status of his grade with respect to said organization; but the complement of officers for each troop, battery, and company has been fixed by statute (secs. 2 and 10, act of Feb. 2, 1901, 31 Stat., 748, 750; and secs. 6 and 8, act of Jan. 25, 1907, 34 Stat., 862), and that complement will not be exceeded. Should emergent or unusual conditions of service arise which call for a commissioned personnel beyond the statutory complement, report will be made to the Secretary of War for his instructions in the premises.

13. Whenever more officers of any grade below that of major, who are not eligible for detached service under the act of Congress approved August 24, 1912, are assigned or attached to, and are present for duty with, a regiment of Cavalry, Field Artillery, or Infantry, or a company of the Coast Artillery Corps, than are needed to give the proper complement of officers to each troop, battery, or company of the regiment or coast defense to which it belongs, the presence of such excess of officers will constitute an emergent condition contemplated by the preceding paragraph, and any officer of such grade may be assigned by the regimental or coast defense commander to duty with any troop, battery, or company in which his services may be needed; but such officer will be assigned to duty, whenever practicable, with a troop, battery, or company whose full complement of officers is not present for duty.

14. An officer actually on duty with a detached portion of his troop, battery, or company is to be regarded as actually present for duty with his organization.

15. Additional duties may be assigned to an officer of company grade belonging to a troop, battery, or company without prejudice to his right to be regarded as actually present for duty therewith provided the assignment of such additional duties leaves him in the duty status with respect to his organization as hereinbefore defined.

16. Battalion, squadron, regimental, and coast defense staff officers and other officers withdrawn from the performance of troop, battery, or company duties are, while so withdrawn, not actually present for duty with a troop, battery, or company.

17. Service with recruit companies, prison guard companies, machine-gun platoons, except as provided for in the act making appropriation for the support of the Army for the fiscal year ending June 30, 1915, regimental detachments, rifle teams, the Army service detachments at the Military Academy, the Service Schools, and the War College, and the Cavalry, Field Artillery, and Engineer detachments maintained at the Military Academy, is not service with a troop, battery, or company of that branch of the Army in which the officer is commissioned.

18. An officer of company grade who is sick in quarters, or in hospital at his post or elsewhere, or in quarantine, or in compliance with summons from a civil or a military court, or in arrest, or undergoing trial, or traveling in compliance with orders to change station from one company assignment to another, or absent with leave, though not actually present for duty with a troop, battery, or company, is not to be considered as detached from his organization for duty of any kind, in such sense as to bring into operation the penalty clause of the proviso.

19. The service of captains and lieutenants holding commissions in the line of the Army will be classified under three headings, viz:

(a) Actually present for duty with a troop, battery, or company—which will reveal the officer's eligibility for detached service in general.

(b) Detached from a troop, battery, or company, for duty of any kind—which will reveal the field of application of the penalty clause of the proviso.

(c) Not actually present for duty with a troop, battery, or company, but not detached for duty of any kind. While in this status officers do not accumulate eligibility for detached service in general; but the status will furnish no occasion for the application of the penalty clause of the proviso. (*G. O. 44, 1912—1951564 B, A. G. O.; Par. II, Bul. 2, 1913—1997588, A. G. O.*)

20. The following is an extract from "An act making appropriations for the support of the Army for the fiscal year ending June 30, 1914," approved March 2, 1913 (Public—No. 401) :

Provided, That hereafter, in determining the eligibility, under the provisions of the act of Congress approved August twenty-fourth, nineteen hundred and twelve, of troop, battery, or company officers for detail as officers of the various staff corps and departments of the Army, except the General Staff Corps, service actually performed by any such officer with troops prior to December fifteenth, nineteen hundred and twelve, as a regimental, battalion, or squadron staff officer, shall be deemed to have been duty with a battery, company, or troop.

21. The foregoing statutory provision is an amendment to the detached service legislation of August 24, 1912. Under existing law said amendment may be invoked only in determining the eligibility of captains and lieutenants of the line for detached service under detail as officers of the Quartermaster Corps, the Signal Corps, and the Bureau of Insular Affairs. (*Par. III, G. O. 25, 1913—1951564 C, A. G. O.*)

ARTICLE IV.

FOREIGN SERVICE, OFFICERS AND ENLISTED MEN.

15. Tours of duty in Panama, Hawaii, and the Philippine Islands.—In order to carry out the provisions of the Army appropriation act of March 4, 1915, requiring "That on and after October 1, 1915, no officer or enlisted man of the Army shall, except upon his own request, be required to serve in a single tour of duty for more than two years in the Philippine Islands, nor more than three years in the Panama Canal Zone, except in case of insurrection or of actual or threatened hostilities," the following is published to the Army for the information and guidance of all concerned:

1. The tours of duty for officers and enlisted men of the Army will be two years for those stationed in the Philippine Islands and three years for those stationed in Hawaii and in the Canal Zone, except that, under the law, officers and enlisted men serving in the Philippine Islands and Canal Zone may, at their own request, be permitted to serve for a longer period. Similar permission may be extended to those serving in Hawaii.

2. Noncommissioned officers above the grade of corporal who have completed the tour specified will, upon their own application, be transferred under paragraph 114, Army Regulations, without loss of rank or grade as established by their warrants, with noncommissioned officers of the same grade belonging to organizations of the same arm of the service stationed within the continental limits of the United States. Regimental, battalion, and squadron noncommissioned staff officers, and first sergeants will be transferred as such. Except upon his own application or by sentence of a court-martial, a noncommissioned officer will not be reduced in grade while his application for transfer under the provisions of this order is pending nor during the first six months of his service with the organization to which he is

transferred. Noncommissioned officers to be transferred to the Philippine Islands, Hawaii, or the Canal Zone will be selected from those who have been noncommissioned officers for six months or more of the rank and grade in which transferred and who have more than two years to serve upon their current enlistments. In no case, however, will transfers to the Philippine Islands, Hawaii, or the Canal Zone be made or recommended unless physical fitness for tropical service shall have been determined by physical examination by the post surgeon or other officer of the medical service; nor, if practicable, in any case where the soldier has not served or resided three years within the continental limits of the United States since completion of his last period of Philippine, Hawaiian, or Canal Zone service.

3. The commanding generals of the Philippine, Hawaiian, and Eastern Departments, will forward to The Adjutant General of the Army, at least two months in advance, a list of the noncommissioned officers who are to be transferred to organizations within the continental limits of the United States, giving grades and organizations.

4. For the purpose of accomplishing transfers between organizations in the United States and like organizations in the Philippine Islands, Hawaii, and the Canal Zone, without loss of grade to the noncommissioned officers so exchanged, and to provide an equitable distribution of such transfers among the several units of each arm, two classes of rosters for individual noncommissioned officers of the grades named in paragraph 2 of this order will be instituted for those serving in the United States. Rosters of the first class, comprising grades above first sergeant, will be kept in the office of The Adjutant General of the Army. Regimental, detached battalion, and coast defense commanders will report immediately to The Adjutant General of the Army any changes that occur in the status of the men carried on this roster. Rosters of the second class, comprising grades of first sergeant and sergeant, will be kept at the headquarters of regiments, detached battalions, and coast defense commands, those voluntarily making applications for such transfers to be placed at the top of the roster. To provide for an equitable distribution of the transfers an organization roster will also be kept in the office of The Adjutant General of the Army.

5. To prevent delay in accomplishing the foregoing instructions, regimental, detached battalion, and coast defense commanders within the continental limits of the United States will submit to The Adjutant General of the Army a list of all noncommissioned officers of both classes eligible for transfer, stating after each name the date of enlistment, total length of service, date of last foreign service, where served, total length of foreign service, and whether he volunteers for such service; and will thereafter in like manner keep an eligible list of first sergeants and sergeants at their respective headquarters. (*Par. I, G. O. 36, 1915—2290794, A. G. O.*)

16. Extension of tours in Panama, Hawaii, and Philippine Islands.—Requests from officers of the Army serving in Panama, Hawaii, or the Philippine Islands for extension of tours of duty in those places for a period of not less than one year, in each case, will receive the favorable consideration of the War Department if warranted by the conditions of the public service, and if made six months in advance of the expiration of the prescribed tour. (*Par. I, Bul. 17, 1912—1955836, A. G. O., and ruling of Aug. 16, 1915—2290794.*)

17. Date of arrival in United States from foreign service.—The date of arrival in the United States of officers or enlisted men returning from a tour of foreign service or on leave of absence or furlough is held to be the date on which the vessel bearing them reaches the dock provided for landing purposes in the harbor of destination of such officers or enlisted men within the continental limits of the United States. (*Par. I-1, Cir. 12, 1910—1565389 A, A. G. O.*)

18. Transportation on transports for individual officers.—An officer of the Army who is individually ordered to proceed to the Philippine Islands, Hawaii, or other place where travel on transport is involved, will, immediately after receiving his orders, apply to the Quartermaster General of the Army for transportation on the Army transport upon which such orders require him to embark, or upon the first transport to leave for his destination after his arrival at the place of embarkation.

An officer who is on leave of absence in the United States and who is required to return to any of the places hereinbefore specified, will apply, at the earliest practicable date, to the Quartermaster General of the Army for transportation on the first transport to leave the place of embarkation for his

destination after the expiration of his leave of absence. An officer who fails through his own neglect to secure transportation on the first transport sailing after the expiration of his leave of absence will be required to return to his station at his own expense upon the first commercial vessel available after the departure of the transport upon which he should have secured accommodations. (*Par. I, G. O. 182, 1905, as amended by Par. I, G. O. 196, 1907—1065956 A, M. S. O.*)

19. Officers en route to Philippine Islands or Hawaii to report to commanding general, Western Department.—Officers of the line and staff of the Army, not attached to organizations, who are under orders from the War Department to proceed to the Philippine Islands or the Hawaiian Islands, and officers who are returning to those islands from leave of absence, by the customary route of travel, will report in person to the commanding general, Western Department, immediately upon their arrival at San Francisco, Cal., for assignment, if necessary, pending the sailing and during the voyage, to such duty as may be required of them with casual detachments or in charge of treasure en route on the transport upon which they have secured or will secure accommodations.

In the cases of officers returning to the Philippine Islands or the Hawaiian Islands from leave of absence, who are assigned to duty en route on the transport, the necessary travel orders, reciting the particular duty to which assigned and directing the journey as necessary in the military service, will be issued by the commanding general, Western Department. (*Par. I, G. O. 168, 1911, as amended by Par. IV, G. O. 25, 1915—2280884, A. G. O.*)

20. Officers returning from foreign service to report to commanding general, Western Department, or The Adjutant General of the Army.—Officers ordered to return to the United States from foreign service and who return via San Francisco, Cal., will report immediately upon their arrival at that place to the commanding general, Western Department, for such orders concerning their further movements as may have been communicated to him before their arrival. They will not report individually by telegraph to The Adjutant General of the Army unless their orders specifically require them to do so.

Should the commanding general, Western Department, not have received orders in the cases of any officers so reporting,

he will advise The Adjutant General of the Army by telegraph in order that necessary orders may be given.

Officers returning from foreign service and arriving at places other than San Francisco, and who shall not have received orders governing their movements after arrival, will report by telegraph to The Adjutant General of the Army for further orders. (*Par. I, G. O. 80, 1914—2041909 A, A. G. O.*)

ARTICLE V.

ANNUAL PHYSICAL TESTS OF OFFICERS.

21. President's order requiring.—I desire due notice given to all officers concerned that hereafter suitable physical tests to determine their fitness for active operations will annually be made of all field officers of the Army, under such regulations as you may prescribe. A sufficient number of the practice marches of Cavalry, occurring in the fall of each year, might be taken advantage of to test the ability of all field officers, except those of Seacoast Artillery, to make a daily march of not less than 30 miles, for 3 days, in succession, under conditions suitable to the making of forced marches in active field operations. Tests suitable to the character of service required of them should also be prescribed for field officers of Seacoast Artillery.

Annual reports should also be required, under such conditions as will insure accuracy and thoroughness, upon every junior officer of the Army, setting forth whether physically qualified for active operations.

Except when excused by higher authority, all officers should accompany their commands on the monthly practice marches, and reports should be required, naming in every case any who are unable or fail to do so or fall out on the march.

Appropriate action should be taken in the cases of all officers found not qualified physically for active service.

It is just as much the duty of all officers of the Army to adopt such measures and pursue such habits as will maintain a physical condition fit for active service as to cultivate their minds in fitting themselves for the intellectual duties of their profession.

I should also like as much encouragement given to the cultivation of horsemanship in the Army as may be practicable under the law, and likewise to have as many facilities for riding horseback as possible afforded to Infantry captains on Government horses, until they have been made mounted offi-

cers as in foreign armies. (*Order of President, Dec. 2, 1907, G. O. 240, 1907—1309790, A. G. O.*)

22. Instructions governing test rides and marches.—Instructions for carrying into effect the orders of the President contained in General Orders, No. 240, War Department, 1907 (par. 21, this compilation).

1. All officers of the active list of the Army who are on a duty status will keep themselves at all times in fit physical condition to perform active duty with troops under war conditions. To this end regular and systematic physical exercise throughout the year is essential and will be required of all officers by their immediate commanders. At posts the kind and amount of such exercise, the conditions under which it shall be taken, and all other similar details will be arranged by post commanders and adapted to the local conditions of climate, duty, individual officers, etc., obtaining at their respective posts. Department commanders will enforce conscientious compliance with this order throughout the limits of their commands, and will require that the orders of post commanders be adequate to secure the physical condition above prescribed.

2. Department commanders will cause all officers within the geographical limits of their commands, except officers who are stationed in Washington and are not under the orders of a department commander, to be examined physically once in each fiscal year, preferably at some time during the three months beginning about August 1 in the United States and Alaska and about December 1 in Porto Rico, Hawaii, and the Philippine Islands. Physical examinations may take place at other seasons when necessary, but no officer will be required to take more than one examination, other than that for promotion, during any one fiscal year.

Whenever practicable this examination will be conducted by two officers of the Medical Corps, who will follow the procedure set forth in the blank forms issued for the purpose (Forms No. 377 and 378, A. G. O., the former for field officers, the latter for captains and lieutenants).

3. As soon as possible after said physical examination all officers on the active list of the Army above the grade of captain (with exceptions noted in subsequent paragraphs) will take riding tests of 30 miles each day for three consecutive days, each ride to be made in accordance with the principles

of paragraphs 101 and 102, Field Service Regulations, 1914. One of the rides will be concluded within 6 hours and 30 minutes and two within 7 hours and 30 minutes each, after starting, all to include proper rests. These tests will be conducted whenever practicable at the stations where the officer or officers may be serving and under the immediate supervision of the senior line officer present; otherwise the places will be designated by general officers commanding, and the tests will be conducted by them or by officers whom they may designate.

Department commanders will personally conduct at least one of the annual test rides. The Chief of Staff of the Army will cause officers stationed in Washington, not under the orders of a department commander, to be examined as prescribed in paragraph 2, and he or one of the general officers of the General Staff Corps will conduct the annual test ride for those officers. General officers will not be required to undergo the physical examination prescribed in paragraph 2.

The annual riding tests for officers serving in the Tropics will cover in the same number of days two-thirds of the distance, and in two-thirds of the time each day, required of officers serving elsewhere.

As soon as possible after the conclusion of the third day's march, and in no case more than three hours thereafter, each officer taking the test will be examined again by the medical officers referred to in paragraph 2, who will make report in accordance with directions found on the blank form.

So far as consistent with proper military interests, the physical examination and test of officers serving within the geographical limits of a department, but not ordinarily under the jurisdiction of the commander thereof, will be conducted so as to cause the least possible interference with the regular duties of these officers.

Should the medical officers certify in the case of any officer, after the physical examination prescribed in paragraph 2, that he can not, without seriously endangering his health, take the physical test herein prescribed, he will not be permitted to take it, provided the officer supervising the test approves the finding of the medical officers. Should this officer not approve such finding, he will at once report the case with his views thereon, through military channels, to The Adjutant General of the Army for the action of the Secretary of War. In the

absence of such certificates by the proper medical officers, no officer who desires to take the test will be prohibited from doing so.

4. Field officers of the Coast Artillery Corps will take a marching test in lieu of the riding test prescribed in paragraph 3, and under the same provisions as to physical examination before and after the test as apply in the case of officers taking the riding test. This test will consist of a march of 50 miles, to be made in three consecutive days and in a total of 20 hours, including rests, the march on any one day to be during consecutive hours. Should any of these officers prefer, they may be permitted, if practicable, to take the riding test prescribed in paragraph 3 instead of this marching test.

The annual marching test for officers serving in the Tropics will cover in the same number of days two-thirds of the distance, and in two-thirds of the time each day, prescribed in the cases of officers serving elsewhere.

5. Side arms will not be worn while taking tests.

6. Field officers of the permanent staff corps who are 60 years of age and over will be excused from the annual physical test, although these officers will be subjected to the annual physical examination.

Officers of the permanent staff corps and departments above the rank of captain who are not detailed from the line, who are engaged upon work of a technical character and who have reached an age and rank which render it highly improbable that they will ever be assigned to any duty requiring participation in active military operations in the field, may, upon their own application, forwarded through military channels to The Adjutant General of the Army, be excused from the physical test prescribed in this order, but all such officers who are below the grade of brigadier general shall take the prescribed physical examination. .

7. All reports of results of examinations and tests will be made on the blank forms referred to above.

8. The provisions of General Orders, No. 240, War Department, 1907 (par. 21, this compilation), as to the attendance of all officers at practice marches and as to affording opportunity for Infantry captains to cultivate horsemanship, will be closely observed, and a special report made, through military channels, to The Adjutant General of the Army, in each case where an officer falls out on practice marches or fails to

make the same without having been excused by proper authority. (*G. O. 148, 1910—1679093, A. G. O.; Par. I, G. O. 72, 1913—2097388, A. G. O.; Par. III, G. O. 77, 1914—2208671, A. G. O.*)

23. Exemptions of graduates, Mounted Service School, from test rides.—Officers of the Army above the grade of captain who successfully complete the full course of instruction at the Mounted Service School are exempted for the ensuing year from taking the 90-mile riding test prescribed in General Orders, No. 148, War Department, 1910. (*Par. I, G. O. 16, 1912—1910986, A. G. O.*)

24. Use of private mounts in test rides.—Officers of the Army who are required to take annual riding tests, and who have private mounts that are foraged and cared for by the Government, will use such mounts in taking the prescribed tests. Officers who own such mounts and do not use them in the riding tests will submit explanation in writing to The Adjutant General of the Army of their failure to comply with the foregoing requirement.

The foregoing provisions do not contemplate that officers' horses shall be sent to the place where the test is held, except when it can be done without cost to the United States. It is expected that field officers owning only one horse shall ride that horse the full 90 miles. (*Cir. 57, 1909—1568893 A, A. G. O.; Cir. 59, 1909—1568893 B, A. G. O.*)

25. Obstacle ride for officers.—1. Cavalry and Field Artillery officers commanding posts, and commanders of Cavalry and Field Artillery detachments or regiments at all posts and stations where such mounted troops are serving, will annually conduct the officers of their commands over a course 3 miles in length over varied country with an average of three obstacles to the mile uniformly distributed throughout the course within a period of 11 minutes, but not less than 9 minutes. No officer will be reported as having made the ride unless he shall have taken all the obstacles. There will be six over-ground obstacles, which will consist of fences, logs, brush, and stone walls, each not less than three feet high and of such stiffness that they will not break when struck by the horse's feet, and three ditches, each of which will be 6 feet wide and 2½ feet deep.

2. The month during which the ride will be held will be designated by the department commander. Post commanders

will fix the date of this ride, and all officers of the Cavalry and Field Artillery on duty with troops within department limits, will so far as practicable be required to take this ride on the date fixed by the post commander during the designated month, unless excused therefrom under medical certificate. Officers who are temporarily absent or who are excused under medical certificate will take the ride as soon as practicable after their return, or restoration to duty with troops. Officers failing to take the ride under medical certificate for other than temporary disability will be reported so that they may be ordered before a retiring board. The commanders of detachments or regiments will make detailed report of the rider, through channels, to the department commanders, who will be responsible for carrying out this order. Field officers will ride their own mounts; officers below that grade their own mounts, if they possess such, otherwise the Government horses regularly ridden by them on duty.

3. Inspectors general in making their inspections will pay special attention to this matter and report all officers who fail to take the ride, giving the reasons therefor. Failure to take the ride from any cause will be entered on an officer's efficiency record. (*Par. III, G. O. 48, 1913—2057239, A. G. O., and A. G. O. letter of Oct. 2, 1914—2057239 B.*)

ARTICLE VI.

VETERINARIANS, CAVALRY AND FIELD ARTILLERY.

26. Eligibility for certain duties.—Veterinarians are not competent to sit as members of courts-martial or perform any of the duties which are expressly required by law to be performed by commissioned officers. As their status is assimilated to that of commissioned officer, however, they are eligible for detail as members of boards of survey, or councils of administration, and may when no commissioned officer is available serve as exchange officers and may witness payments to enlisted men. (*Cir. 30, 1901—386704, A. G. O.*)

27. Entitled to salutes from enlisted men.—A veterinarian of Cavalry or Field Artillery is allowed by law the pay and allowances of a second lieutenant. He is given rank next after a second lieutenant, and the character of his duties is such as to require him to give orders to enlisted men. He is, therefore, entitled to receive the customary salute from enlisted men. (*Cir. 18, 1902—432607, A. G. O.*)

ARTICLE VII.

ENLISTED MEN.

28. Examination of applicants for appointment as post noncommissioned staff officers.—1. Under the requirements of paragraph 96, Army Regulations, the following rules governing the examination of applicants for appointment as post noncommissioned staff officers under the provisions of paragraphs 93, 94, and 95, Army Regulations, are published for the information and guidance of all concerned:

SCOPE OF THE EXAMINATION.

2. Applicants will be examined in penmanship; orthography; arithmetic, including the four fundamental rules, common and decimal fractions, reduction and simple proportion; Army Regulations; manual of the staff department in which appointment is sought, including the preparation of property and money accounts; geography of the United States and its territorial possessions; elementary history of the United States; and probable efficiency and aptitude.

CONDUCT OF THE EXAMINATION.

3. On December 1 of each year the Chief of Ordnance and the Quartermaster General will each send sets of examination papers, prepared in his office, to The Adjutant General of the Army, requesting transmission, under seal, to the proper commanding officer of one set for each soldier who may have applied for examination during the preceding 12 months, with instructions to have the examination held on February 1, in the presence of an officer, and the papers forwarded through military channels to The Adjutant General of the Army, who will transmit them to the proper chief of bureau. Should more than one examination be found necessary in any year, it will be similarly conducted upon the request of the proper chief of bureau.

4. Prior to the examination the officer in charge will obtain from a medical officer a certificate showing whether the applicant is physically suited to perform all duties incident to the position sought. Certificates from responsible persons will also be obtained showing the applicant's character as to integrity, intelligence, and temperance. These certificates and a certificate expressing the opinion of the officer in charge of the examination as to the general qualifications of the applicant for the position sought will accompany the examination papers when completed.

5. Each applicant examined will be required to prepare a letter in his own handwriting, addressed to the chief of the proper bureau, stating date and place of his birth, his educational advantages, whether married or single; if married, number and ages of minor children, if any, and whether they are living with him at his station; giving an account of his enlistment and reenlistments, the length of time he has been a noncommissioned officer, and a full statement of the experience he has had in duties relating to the staff department in which he seeks appointment. If during his service he has been reduced in grade, he will state the cause therefor. If he has ever been tried by court-martial he will give the finding and sentence in each case.

6. Recourse to books, memoranda, or other sources of assistance will not be allowed to the applicant during his examination. He will enter all his work in ink upon the examination sheets, and will note at the head of the first sheet on each subject the time he began and finished work on the subject. Papers should be given out in such a manner that all questions relating to the examination in the hands of the applicant may be answered before a recess is had or at the completion of the day's work. A statement of the officer in charge that such was the procedure will accompany the papers.

7. Only one side of the several examination papers in the case of each candidate will be utilized for work, and those papers, with the certificates and letter hereinbefore mentioned, will be securely fastened together at the top, so as to permit of ready review. Each set of papers will be indorsed to show the name, age, and regiment of the candidate and the place and date of the examination.

8. Upon receipt of all the examination papers the chief of the bureau concerned will have them considered, marked, and

classified, and will make recommendation to The Adjutant General of the Army as to the action that should be taken in each case.

EFFICIENCY RATING.

9. The rating of the candidate will be determined in the following manner:

(a) *Marking of answers.*—The officers who may be designated by the chief of the bureau concerned for the duty mentioned in the preceding paragraph will, independently of one another, examine the written answers and make a memorandum upon a separate sheet of paper of the value that they assign to each answer, estimated on a scale of 100. The sum of the several values thus given to a particular answer by the officers concerned divided by the number of officers will give the mark for that answer.

(b) *Marks for subjects.*—The sum of all the marks for a given subject divided by the number of questions in the subject will give the mark for that subject.

(c) *Relative weights of subjects.*—The following relative weights will be given to subjects: Arithmetic, 5; orthography, 4; penmanship, 4; Army Regulations, 3; Manual of Department, 4; geography of United States and its territorial possessions, 2; elementary history of the United States, 1; probable efficiency and aptitude, 5.

(d) *General average showing efficiency.*—The subject marks will be multiplied by their relative weights, the sum of these products will be divided by the sum of the relative weights of all the subjects, and the general average resulting will show the rating of the candidate.

10. A summary of the markings and a statement of the age and physical condition of the candidate, and a positive recommendation as to his general fitness for the appointment he seeks, will be embraced in the record of proceedings in each case according to the following form:

SUMMARY OF MARKINGS.

	Marks.	Relative weights.	Products of marks by relative weights.
Arithmetic.....	98	5	490
Orthography.....	89	4	356
Penmanship.....	85	4	340
Army Regulations.....	75	3	225
Manual of the Department.....	85	4	340
Geography.....	79	2	158
History.....	75	1	75
Probable efficiency and aptitude.....	80	5	400
General average.....		28	2,384
			85.14+

Age: ----- years. Married or single: ----- Number of minor children: ----- Physical condition: ----- General fitness for appointment: -----

11. An applicant to be successful must attain a "general average" of at least 75 per centum and an average in arithmetic of at least 65 per centum. An applicant failing in one examination is not barred from renewing his application.

12. Each year after the examinations have been completed a "register of eligibles" will be prepared on which the names of all those who have passed a satisfactory examination for that year will be entered according to their ratings, following the names of those holding over as eligibles from preceding years.

13. The period of eligibility will be three years, but at the expiration of that period an applicant, if he so desires and if he is below the age limit, may be reexamined, and if successful may be retained upon the register without loss of standing.

14. From the register of eligibles appointments will be made to fill vacancies as they occur. The fact that an applicant has passed a satisfactory examination will not insure his appointment within a year from the date of his examination, or even later, unless a sufficient number of vacancies occur and he is still eligible.

15. All records pertaining to these examinations will be filed in the office of the chief of bureau concerned. (*G. O. 43, 1909—1482930, A. G. O., as amended by Par. II, G. O. 232, 1909—1582211, A. G. O.*)

29. Reports of discharge of post noncommissioned staff officers.—When a sergeant of the post noncommissioned staff is discharged the officer under whose orders he is serving will as early as practicable notify the head of the staff department to which the sergeant belongs of the fact of his discharge, setting forth the date, place, and cause, and whether or not the soldier reenlisted. (*Par. I, G. O. 92, 1902.*)

30. Quarters for noncommissioned staff officers.—In Circular No. 10, November 13, 1885, Headquarters of the Army, Adjutant General's Office, the following decision was published:

It has always been the custom for the post commander to assign to each noncommissioned staff officer such quarters as he deemed for the best interests of the service, without regard to rank or right of selection. In fact, the right of selection of quarters by a noncommissioned officer, according to his rank, has never been recognized, and never should be.

This decision is reaffirmed so far as regards noncommissioned staff officers who are entitled to a room as quarters, except in cases where appropriations have been made by Congress for quarters for a specified class of noncommissioned staff officers. (*Par. 3, Cir. 18, 1905—976024, M. S. O.*)

31. Chief musicians, colored regiments.—Only colored men will be appointed as chief musicians of colored regiments. (*Par. III, G. O. 52, 1909—1499345, A. G. O.*)

32. Appointment of noncommissioned officers and transfer of enlisted men of school detachments.—The president of the Army War College and the commandants of the several other service schools at which school detachments are organized are authorized to appoint and reduce all noncommissioned officers, except master electricians, master signal electricians, engineers, electrician sergeants, quartermaster sergeants, Quartermaster Corps, sergeants first class, Hospital Corps, and master gunners, who will be appointed and reduced as is prescribed in Army Regulations for the corresponding grades in the Army at large, subject to such modifications to meet special cases as may in each such case be authorized by the Secretary of War, and to appoint and reduce all mechanics, artificers, farriers, horseshoers, and cooks authorized for their several detachments. Enlisted men of the Army at large may be transferred to a school detachment and enlisted men to a school detachment may be transferred to the Army

at large upon the recommendation of the president of the Army War College or the commandant of the school concerned, approved by the Secretary of War. (*Par. I, G. O. 118, 1909, 1505857 A, A. G. O.*)

33. Warrants of noncommissioned officers of school detachments.—The blank form for "Noncommissioned Officer's Warrant, Artillery" (Form No. 154, A. G. O.), will be used by the president of the Army War College and the commandants of the several other service schools where school detachments are authorized in appointing the noncommissioned officers that they are authorized to appoint. (*Par. I, Cir. 70, 1909—1581049, A. G. O.*)

34. Sergeant-instructors, Organized Militia.—The following method of selecting enlisted men for duty as sergeant-instructors with the Organized Militia, to carry out the provisions of section 20 of the act of Congress approved January 21, 1903, as amended by the act of Congress approved May 27, 1908, and of returning these sergeants to duty with the regular service, will be observed:

1. Hereafter only enlisted men holding the rank of sergeant will be selected for duty as sergeant-instructors with the Organized Militia.

2. Sergeant-instructors for duty with militia Infantry and Field Artillery will be selected for this detail from regiments of regular Infantry and Field Artillery designated with additional strength of sergeants for this duty exclusively, in numbers not to exceed the additional strength prescribed, and the vacancies so created will be filled by appointments by regimental commanders on the recommendations of company commanders as provided in Army Regulations, so that companies of Infantry and batteries of Field Artillery will always have the normal peace strength of sergeants for duty as affected by these selections and details for militia duty. To carry out the provisions of this paragraph with reference to selection for future details, there are authorized by direction of the President the following additions of sergeants to the enlisted strength of the Army: Five each to the Third, Fourth, Sixth, Seventh, Ninth, Eleventh, Twelfth, Fourteenth, Sixteenth, Seventeenth, Eighteenth, Nineteenth, Twentieth, Twenty-first, Twenty-second, Twenty-third, Twenty-sixth, Twenty-eighth, and Thirtieth Regiments of Infantry; and eight each to the First, Third, Fourth, Fifth, and Sixth Regi-

ments of Field Artillery; such additional sergeants to be assigned to companies and batteries, but no company will contain more sergeants than the number (six) authorized by the act of Congress approved February 2, 1901, and no battery more than the number (eight) authorized by the act of Congress approved January 25, 1907.

3. Sergeant-instructors for duty with militia Cavalry, Coast Artillery, Engineers, Signal Corps, and Hospital Corps will be selected for this detail and detached from regular organizations of the corresponding arm of service, the details from these arms creating no vacancies.

4. Upon relief from duty with the Organized Militia, sergeant instructors detailed under the provisions of this order will be returned to duty with the regular service as sergeants in the organizations from which they were selected. In the case of a sergeant from a regiment of Infantry or Field Artillery designated with additional strength of sergeants for this purpose, if, upon his relief, a sergeant to replace him is not selected from his company, he will be retained as an additional sergeant with his organization until absorbed by the next occurring vacancy.

5. Sergeant-instructors heretofore selected and detailed under previous orders and instructions, who are now on duty with the Organized Militia, will continue on such duty until the expiration of the respective periods of detail, unless otherwise relieved, when they will be returned to duty with the organizations from which they were selected; as sergeants if there is an available authorized vacancy, otherwise as privates, with the proviso that due consideration will be given to the rank previously held by them. (*G. O. 74, 1913—2054433, A. G. O., as amended by Par. III, G. O. 7, 1915—2248252, A. G. O., and by Par. III, G. O. 59, 1915—2054433 G. A. G. O.*)

35. Furloughs, enlisted candidates for commission.—As the law contemplates that an enlisted man in order to be eligible to compete for appointment to the grade of second lieutenant shall have not less than two years' actual service in the Army, furloughs will not be granted, except in cases of emergency, to enlisted candidates for commissions who have had less than two years' service. (*Par. I, Cir. 7, 1907—1201618, M. S. O.*)

36. Furloughs, enlisted man changing station by order of War Department.—In the case of an enlisted man who was directed to change station by an order from the War Department, and to whom a delay en route was granted by his post commander, it was held that the action of the post commander was in conflict with the order issued from the War Department directing the change of station and that paragraph 106, Army Regulations, authorizes a commanding officer to grant a furlough or delay only in a case where the soldier concerned is at that time under his orders or under the orders of an officer subordinate to him. (*Par. I, Cir. 74, 1908—1413537, A. G. O.*)

37. Transfers of enlisted men, cost of.—When an enlisted man is transferred from one arm of the service to another for the convenience of the Government, all expenses of the transfer, including the cost of the necessary changes in the uniform, will be borne by the Government. (*Par. I, Cir. 45, 1906—1152395, M. S. O.*)

Whenever a soldier is transferred at his own request, he should bear the cost of such transfer, for his subsistence as well as for his transportation. (*Par. III, Cir. 11, 1887—9093B; A. G. O., E. B., 1887.*)

38. Transfers between organizations exchanging stations between United States and Alaska.—Transfers of enlisted men to and from organizations exchanging stations between the United States and Alaska will not be made without special authority from the War Department. (*Par. II, G. O. 4, 1909—1470231, A. G. O.*)

39. Company noncommissioned officers, restrictions on employment.—Paragraph 270, Army Regulations, is construed as prohibiting the employment of noncommissioned officers as company barbers, or as agents for laundries, or in any position of a similar character. (*Par. II, Cir. 61, 1906, as amended by Par. III, Cir. 34, 1907—1187522, M. S. O.*)

40. Debts of enlisted men for merchandise.—In view of the fact that the practice by dealers of selling articles of merchandise to enlisted men on credit burdens the War Department with unnecessary correspondence in the cases of nonpayment of the indebtedness, and that such transactions, which are rapidly increasing in number, often involve enlisted men in debts which they can not pay, and frequently lead up to desertion, the following statement of the policy of the

department with respect to this matter is published for the information and guidance of all concerned:

The department will no longer concern itself with the business of persons, firms, or corporations selling merchandise to enlisted men on credit, and all communications with respect to such sales, and all arrangements looking to the establishment of such business relations, must be had with the commanding officers of the organizations to which the enlisted men belong. The War Department will decline to assist, by answering inquiries or otherwise, in securing the payment of obligations of this character that are incurred without the previous knowledge and consent of the commanding officers of the organizations to which the debtors belong. (*Cir. 47, 1910—1661283, A. G. O.*)

41. Promotion of enlisted applicants for retirement.—No enlisted man will be promoted after his application for retirement has left the post for action of the War Department. (*Par. 2, Cir. 20, 1897—41694 C, A. G. O.*)

42. Transportation to their homes for retired enlisted men.—A period of one year from date of retirement is fixed as the time during which transportation may be furnished to retired enlisted men, but this will not operate to prevent consideration by the War Department of meritorious cases. (*Par. 2, Cir. 33, 1909—1518718, A. G. O.*)

DESERTERS.

43. Removal of charge, by regimental commander.—The commanding officer of a regiment in a tactical brigade or division is regarded under the provisions of paragraph 126, Army Regulations, to be in the position of a commanding officer competent to determine the disposition of an apprehended or surrendered deserter, and accordingly has authority to remove a charge of desertion against such enlisted man under the provisions of paragraph 131, Army Regulations. (*Par. II, Bul. 24, 1915—2288220, A. G. O.*)

44. The deserter's release.—A deserter from the Army is amenable to trial and punishment for his desertion, unless exempt therefrom under the provisions of the 103d Article of War, which, as amended by the act of Congress approved April 11, 1890, reads as follows:

No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been

committed more than two years before the issuing of the order for such trial, unless, by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

No person shall be tried or punished by a court-martial for desertion in time of peace and not in the face of an enemy, committed more than two years before the arraignment of such person for such offense, unless he shall meanwhile have absented himself from the United States, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was mustered into the service. (Act of Apr. 11, 1890; 26 Stat. at Large, 54.)

To each deserter whose case falls under the provisions of the act of Congress referred to above, there will be issued by The Adjutant General of the Army, upon application being made therefor, a paper designated as a "Deserter's Release."

Any application for a "Deserter's Release" should be accompanied with an affidavit of the deserter setting forth the name under which he rendered service, the designation of the organization in which he served, the date and place of his desertion, and his whereabouts, in detail, since the date of his desertion.

A "Deserter's Release" is in no sense a discharge from the service, or the equivalent thereof, nor does it remove or in anywise modify the charge of desertion standing against a soldier or operate to entitle him to any rights or benefits that are provided by law expressly for discharged soldiers. It is issued under the provisions of the act of Congress hereinbefore cited merely as evidence that the person to whom it is given has been released from liability to arrest and from trial or punishment by court-martial for his desertion. A deserter receiving a "Deserter's Release" is not entitled to a certificate of discharge, nor will such person be permitted to serve again in the Army except under a new enlistment, which must be specially authorized by the Secretary of War.

Deserters from volunteer organizations are not liable to arrest or to trial or punishment by court-martial after the Volunteer Army of which those organizations formed a part has passed out of existence. Consequently, a "Deserter's Release" is not issued to a deserter from such an organization. (*Par. II, Bul. 15, 1913—2025044, A. G. O.*)

DISCHARGES.

45. Enlisted men en route to United States from the Philippine Islands, Hawaii, or Alaska.—1. Enlisted men ordered from the Philippine Islands and Hawaii to the United States for discharge will not, in any circumstances, be discharged prior to their arrival at a recruit depot or general hospital in the United States.

2. Enlisted men whose terms of service expire at sea while en route with their organizations from the Philippine Islands, Hawaii, or Alaska, and who signify their intention to reenlist for the same organizations on the day following that of discharge, will be discharged and reenlisted by the proper officers of the organizations, while those who do not signify their intention so to reenlist will be held in service until they arrive in the United States. (*Par. I, G. O. 204, 1909—1529102 A, A. G. O.*)

46. Noncommissioned officers of organizations designated for tour of duty in Philippine Islands—Transfers of enlisted men.—The following instructions govern in discharging and transferring enlisted men of organizations designated for a tour of duty in the Philippine Islands:

1. All enlisted men below the grade of corporal who, on the date of the departure of their organization from the post at which it is stationed, will have less than four months to serve, and who have not signified their intention to reenlist, will be transferred to other organizations at the post, to organizations about to arrive thereat, or to such other organizations as may be determined by the department commander.

2. Noncommissioned officers who, on the date of sailing of their organization, will have less than one month to serve, and who have not signified their intention to reenlist, will be discharged for the convenience of the Government just prior to the departure of their organization from the post at which it is serving. (*Par. II, G. O. 141, 1908—1413202, A. G. O.*)

47. For purpose of reenlistment.—An enlisted man who has expressed his intention to reenlist and whose term of service is likely to expire at an isolated station, to which he is under orders to proceed and at which there is no commissioned officer, will be discharged by his post commander, for the convenience of the Government, in advance of the expiration of his term of enlistment and before being sent to the station,

and will be reenlisted on the day following the day of discharge. In every case of discharge and reenlistment hereunder the discharge certificate and final statements will be withheld until the reenlistment shall have been accomplished, and a notation will be made on both the discharge certificate and the final statements to the effect that, under authority of this order, the soldier was discharged for the convenience of the Government prior to the expiration of his term of service.

At an isolated station, where there is no commissioned officer, an enlisted man who desires to reenlist at the expiration of his term of enlistment will be held in service until such time as he can be sent to the nearest military post for discharge and reenlistment. (*Par. II, G. O. 52, 1906—1105115, M. S. O.*)

48. By purchase and by reason of dependent parent.—

I. By purchase.—Under the provisions of section 4 of the act of Congress approved June 16, 1890, the President has prescribed the following rules governing the purchase of discharge from the Army.

1. In time of peace, except as hereinafter provided, any enlisted man who has completed one years' service as such, and is not undergoing punishment or under charges, may obtain the privilege of purchasing his discharge, subject to the approval of the President, the Secretary of War, or a department or mobilized division commander, as prescribed in sections 3 and 4, Paragraph I, of this order. The price of purchase will be:

	United States.	Philippine Islands.	Hawaii Territory.	Alaska.	Panama Canal Zone.
After 1 year's service.....	\$120	\$170	\$140	\$165	\$150
After 2 years' service.....	100	150	120	145	130
After 3 years' service.....	90	140	110	135	120
After 4 years' service.....	85	135	105	130	115
After 5 years' service.....	80	130	100	125	110
After 6 years' service.....	65	115	85	110	95
After 7 years' service.....	60	110	80	105	90
After 8 years' service.....	55	105	75	100	85
After 9 years' service.....	40	90	60	85	70
After 10 years' service.....	35	85	55	80	65
After 11 years' service.....	30	80	50	75	60

In the case of a soldier who has within a year received the bonus of three months' pay for reenlistment authorized by

the act of Congress approved May 11, 1908, the price of purchase as fixed above will be increased by the amount of said bonus.

A soldier discharged by purchase is not entitled to travel allowances, and notation to that effect will be entered on the final statement by the officer preparing the same.

A soldier who has once purchased his discharge will not be discharged again by purchase until after the completion of another year's service, and in the event of his being so discharged again the purchase price will be determined by the length of time he has served since he was last discharged by purchase.

Service in the Regular Army only will be considered in determining a soldier's eligibility for discharge by purchase and the amount of the purchase price, and such service is not required to be continuous; but credit will not be given for any previous enlistment that was not terminated by an honorable discharge, or for any period of time during which a soldier has been in desertion or absent without leave.

Company commanders will enter on the final statements of men who are discharged by purchase a full statement of all previous enlistments terminated by honorable discharge, showing the dates of all such enlistments and discharges.

2. To obtain the privilege of purchasing his discharge, the soldier will make application to the authority competent to take final action thereon, through military channels, giving his reasons for desiring his discharge. If the applicant is eligible, the company commander will forward the application, except as hereinafter prescribed, and will state in full the condition of the accounts of the applicant, giving a complete statement of the soldier's service, with any information that would in the light of this order bear on the granting or withholding of the privilege requested.

If the statement of the soldier's accounts does not show that he has sufficient credit with the United States to cover his indebtedness to the Government, including the price of purchase, the company commander will so notify the soldier and will not forward the application until the amount of deficit has been deposited with him by the soldier, except as set forth in section 5, Paragraph I, of this order.

3. Upon receipt of an application, made as prescribed herein and fulfilling the given conditions, the department or

mobilized division commander may, except in the cases specified in section 4, Paragraph I, of this order, direct the discharge requested, but where there is lacking essential information that may be supplied from records required to be kept at the War Department, or where the department or mobilized division commander for any reason deems it inadvisable to take final action in the case, he will forward the application with his remarks thereon to The Adjutant General of the Army.

4. Applications for discharge from enlisted men at stations exempted from control of department commanders, or belonging to detachments so exempted, will be forwarded through military channels to The Adjutant General of the Army. This provision does not apply to applications from enlisted men of a mobilized division.

5. When a soldier makes application for discharge by purchase on account of dependency of near relatives not covered by Paragraph II of this order, and shows in connection therewith that a state of actual destitution exists, that he has to the extent of his opportunities and ability made contributions to the support of such relatives, but that these contributions have proved insufficient to relieve the destitution, the authority competent to order the discharge may, in his discretion, remit such part of the purchase price of discharge, except the amount of the bonus for reenlistment that may have been received within a year, as may seem to him proper and necessary by reason of the inability of the soldier to pay the full amount. In this class of cases no advance deposit will be required of the soldier prior to forwarding his application; but upon receipt of the order authorizing his discharge the soldier must deposit with the company commander an amount sufficient to cover his indebtedness to the Government, including the price of purchase as fixed by the authority ordering the discharge.

6. Department and mobilized division commanders will carefully scrutinize each application for discharge by way of purchase submitted to them, with the view of determining whether there is any special reason why the applicant should not be so discharged and whether a satisfactory reason has been offered as a basis for the application.

It is not the policy of the War Department to permit a soldier to purchase his discharge when there is any special reason

in his case to the contrary, or when he offers a trifling reason, or no reason at all in support of his application, or if he desires his discharge for the purpose of reenlisting in some other organization; nor is it the policy of the department to debar from the privilege of purchasing his discharge under the provisions of this order any soldier in whose case investigation shows that he has reasonable grounds for seeking to purchase his discharge, and that there is no unusual reason why he should not be permitted to do so.

7. Discharges by favor as distinguished from purchase are illegal and will not be granted.

8. The foregoing provisions of this order do not affect any orders or instructions now in force governing the purchase of discharge from the Army in the case of Philippine Scouts and members of the Porto Rico Regiment of Infantry. (2149222, A. G. O.)

II. *By reason of dependent parent.*—Section 30 of the act of Congress approved February 2, 1901, authorizes discharge under the following conditions, viz: In the event of the enlistment of a soldier in the Army for the period required by law and after the expiration of one year of service, should either of his parents die leaving the other solely dependent upon the soldier for support, such soldier may, upon his own application, be honorably discharged from the service of the United States upon due proof being made of such condition to the Secretary of War. Continuous service extending into a prior enlistment may be counted to make up the one year's service required. Applications for discharge under this paragraph will be forwarded through military channels, with the required proof, to The Adjutant General of the Army. (G. O. 31, 1914—2149222, A. G. O.)

49. *Character given on discharge certificate.*—The "character" given on a discharge certificate is discretionary with the company or other immediate commander of the soldier, except where otherwise directed by sentence of a general court-martial, by the approved finding of a board of officers under paragraph 148, Army Regulations, or by orders from the War Department; and the defacing of a discharge certificate by writing thereon anything to the discredit of the soldier's character, after the same has been given by his company or other immediate commander, is prohibited. (G. O. 74, 1881.)

50. Unsuitable or undesirable soldiers.—1. The provisions of paragraph 148½, Army Regulations, published in C. A. R., No. 14, War Department, 1914, are intended to apply only to the following classes of enlisted men:

a. Those who, after a thorough trial extending (except in the case of recruits at recruit depots) over a considerable period, have clearly shown that they can not be trained and instructed to perform the duties of a private soldier in the arm to which they belong. Men who are only slow to learn or difficult to instruct but otherwise adapted for military service do not belong to this class.

b. Those who exhibit traits of character or are confirmed in habits which render their retention in the service objectionable because of the effect on morals or discipline. The provisions of the paragraph can not be invoked, however, to rid the service of soldiers who by the commission of specific overt acts have rendered themselves liable to trial by courts-martial or of those who have already been tried and adequately punished, except when it becomes evident that the soldier concerned can not be made amenable to discipline. No board should be ordered pursuant to this paragraph for a soldier awaiting trial or result of trial by general court-martial or for one serving sentence pursuant to such trial.

c. Those who, because of excesses or other misconduct, have become impaired in character or physically disqualified to such a degree as to justify their immediate separation from the service.

2. Boards are convened pursuant to this paragraph in the mobile army by post or regimental commanders and in the Coast Artillery by coast defense or fort commanders. In exceptional cases where the post, regimental, coast defense or fort commander is also the company or detachment commander, the board will be convened by the next higher authority.

3. Boards convened pursuant to the paragraph will be governed, as far as practicable, by the rules of procedure and evidence applicable to special courts-martial, except that the members will not be sworn. All witnesses will be required to take the oath or affirmation prescribed for witnesses before courts-martial. The recorder of the board or, if there be

none, the president of the board, will administer the oath or affirmation.

4. Separate proceedings will be submitted to the convening authority in the case of each soldier recommended by a board for discharge.

5. Such proceedings will include—

(a) The order convening the board, or, if convened by a verbal order, a statement to that effect.

(b) The organization of the board, including the place and date and the names of members present and absent.

(c) The full name, rank, and organization of the soldier whose case is before the board for investigation and recommendation, and a statement to the effect that such soldier appeared before the board; was permitted to challenge for cause; was present during the hearing of all evidence, and was afforded opportunity to question adverse witnesses, to submit evidence, and to make a statement.

(d) The full name, rank, and organization of each witness, a statement that each was duly sworn, and a synopsis of the testimony given by each.

(e) True copies of all written evidence considered by the board.

(f) A synopsis of any evidence given or statement made by the soldier undergoing investigation.

(g) A certificate of physical disability, where applicable.

(h) The findings of the board, which must be based upon the evidence as summarized in or appended to the proceedings and must be in consonance with the provisions of the paragraph.

(i) The recommendation of the board that the soldier be or be not discharged. It is not contemplated that such boards recommend a transfer or other disposition of the soldier in the service.

6. The convening authority, or his successor, will forward all approved proceedings, when discharge is recommended, to the department or mobilized division commander for final action. The proceedings will then be forwarded to The Adjutant General of the Army for file. (*Par. I, Bul. 16, 1915—227590 A, A. G. O., as amended by Par. III, Bul. 24, 1915—2293993, A. G. O., and Par. II, Bul. 37, 1915—2218549 B, A. G. O.*)

51. Notation on descriptive list, etc., of character given on discharge.—When an enlisted man is discharged from service the character given him on his discharge certificate and a statement showing whether or not his service during the enlistment from which he is discharged has been honest and faithful will be noted on his descriptive list and on all rolls and returns on which the fact of his discharge is recorded. These notations will correspond to those made on the discharge certificate. (*Par. II, G. O. 206, 1905—1078992, M. S. O.*)

52. Dishonorable discharge for desertion and fraudulent enlistment.—An enlisted man convicted of desertion and fraudulent enlistment and sentenced to be dishonorably discharged will be discharged from the organization from which he deserted and as of the name under which he enlisted in that organization. His name will be dropped from the records of the organization in which he fraudulently enlisted, and a statement of the facts of the case will be noted on those records. (*Par. II, Cir. 76, 1908—1372269, A. G. O.*)

53. Procedure in case of enlisted man refusing to submit to surgical operation.—An enlisted man who refuses to submit to a surgical operation that the attending surgeon certifies is without risk to the life of the soldier and is necessary for the removal of a disability that prevents the full performance of any and all military duties that properly can be required of the soldier will, for such refusal, be brought to trial by general court-martial under charges preferred under the 62d Article of War; but if in any such case the attending surgeon is in doubt as to whether the proposed operation involves risk to life the soldier will not be brought to trial, but will be discharged on surgeon's certificate of disability. (*Par. II, G. O. 43, 1906—1098119, M. S. O.*)

GENERAL PRISONERS.

54. Suspension of execution of dishonorable discharge.—

1. The act of Congress making appropriations for the support of the Army for the fiscal year ending June 30, 1915, approved April 27, 1914, contains the following provisions, which are published for the information and guidance of the service:

Provided, That hereafter no officer or enlisted man in active service who shall be absent from duty on account of disease resulting from his own intemperate use of drugs or alcoholic

liquors or other misconduct shall receive pay for the period of such absence, the time so absent and the cause thereof to be ascertained under such procedure and regulations as may be prescribed by the Secretary of War: *Provided further*, That an enlistment shall not be regarded as complete until the soldier shall have made good any time in excess of one day lost by unauthorized absences, or on account of disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct, or while in confinement awaiting trial or disposition of his case if the trial results in conviction, or while in confinement under sentence: *Provided further*, That the reviewing authority may suspend the execution of a sentence of dishonorable discharge until the soldier's release from confinement; but the order of suspension may be vacated at any time and the execution of the dishonorable discharge directed by the officer having general court-martial jurisdiction over the command in which the soldier is held, or by the Secretary of War: *And provided further*, That the authorized enlisted strength of the Army and of organizations thereof shall be exclusive of soldiers under sentences which include confinement and dishonorable discharge.

2. Reviewing authorities in approving sentences of general court-martial may, whenever the character of the offense for which the sentence is imposed and the facts developed by the evidence indicate that there is a probability of reclaiming the soldier to honorable service, suspend, until the soldier's release from confinement, the execution of that part of the sentence providing for dishonorable discharge. Should it subsequently develop that the soldier's retention in the service is not warranted, the authority having general court-martial jurisdiction over the command in which the soldier is held will vacate the order directing a suspension of that part of the sentence providing for dishonorable discharge and direct that dishonorable discharge immediately issue.

3. The form of order of suspension will be "the execution of that portion of the sentence imposing dishonorable discharge is suspended until the soldier's release from confinement, unless sooner ordered by competent authority."

4. The object in seeking the legislation quoted in paragraph 1 of this order was to further the plan of giving soldiers convicted of purely military offenses an opportunity to reclaim themselves and gain restoration to the colors through service in disciplinary companies. Reviewing authorities will aid in the accomplishment of this object by discriminating action in passing upon sentences. Members of a court-martial may properly recommend, in a communication made separately

but forwarded to the reviewing authority with the record, that sentence of dishonorable discharge be suspended.

5. A soldier who has been sentenced to dishonorable discharge and in whose case the execution of the dishonorable discharge has been suspended will continue to be carried on the rolls of his organization. Soldiers so carried will be in addition to the authorized strength. (*Par. I, G. O. 45, 1914—2172508, A. G. O.*)

55. Investigation of escapes.—General Orders, No. 179, War Department, 1910, requiring detailed reports to be made to The Adjutant General of the Army of escapes of general prisoners and other military prisoners, is rescinded. Commanding officers, however, will rigidly investigate every case of escape and will see that strict disciplinary measures are applied with a view to punishing the responsible parties in every case where it is shown that escape was due to lax administration. Department and division commanders are charged with the responsibility of seeing that the foregoing provisions are enforced in so far as they relate to organizations under their jurisdiction. (*Par. II, G. O. 19, 1915—2266239, A. G. O.*)

56. Descriptive lists.—1. A soldier sentenced to dishonorable discharge, the execution of which has been suspended, is a prisoner within the meaning of the word "prisoners," as used in the first sentence of paragraph 938, Army Regulations.

2. The commandants of the United States Disciplinary Barracks and its branches are authorized to call upon the company commander concerned for a descriptive list, completed to the date of dishonorable discharge, in the case of each dishonorably discharged general prisoner recommended by the barracks authorities for restoration to honorable duty.

3. In addition to the papers required by paragraph 938, Army Regulations, to be forwarded with general prisoners, a descriptive list, completed to date of dishonorable discharge, will accompany each general prisoner convicted of purely military offenses who is transferred to the United States from the Philippine or Hawaiian Departments, China, the Canal Zone, Alaska, or from any other place outside of the continental limits of the United States. (*Par. II, Bul. 11, 1915—2257546, A. G. O.*)

57. Parole.—Under the provisions of an act of Congress approved March 4, 1915, regulations have been put into effect

for the parole, under certain conditions, of general prisoners confined at the United States Disciplinary Barracks, Fort Leavenworth, Kans., and its branches. When a prisoner is paroled to a place in the vicinity of a military post or a recruiting station the commanding officer of the post or station will be advised by the parole officer of the barracks as to the name of the prisoner, the place where he is to remain while on parole, and other pertinent facts in the case. In this connection attention is invited to the following extract from the parole regulations:

Whenever any person connected with the military service shall have reasonable grounds for believing that any paroled prisoner has violated the terms of his parole, it shall be the duty of such person so to inform his commanding officer at once; and if it shall appear to the commanding officer, after due investigation, that such prisoner has in fact materially violated his parole, the commanding officer shall make immediate report thereof by telegram to The Adjutant General of the Army. (*Par. II, G. O. 30, 1915—2288333 A, A. G. O.*)

58. Form of orders remitting or mitigating sentences.—

All orders from the War Department remitting or mitigating the sentences of general prisoners, except in cases where remission is granted in connection with honorable restoration to duty, will be signed by an officer of the Adjutant General's Department, will bear the seal of the War Department, and will be recorded in and issued from The Adjutant General's Office. Whenever the custodian of the general prisoner is in doubt as to the authenticity of an order for the remission or mitigation of the sentence of such prisoner, he will, before carrying the order into effect, make telegraphic inquiry of The Adjutant General's Office as to the authenticity of the order. In cases where the remission is granted in connection with honorable restoration to duty, the action of the Secretary of War will be published in a special order of the War Department bearing the seal of The Adjutant General's Office. (*W. D. Orders (S), 1903, as amended by Par. I, G. O. 34, 1914, and Par. III, G. O. 25, 1915—2151592 A, A. G. O.*)

59. Place of last enlistment, in connection with allowance of transportation to a general prisoner.—In the case of a man who, while absent in desertion from the Field Artillery, enlisted in the Infantry under an assumed name, and who was found guilty by a general court-martial of desertion

and fraudulent enlistment and was sentenced to dishonorable discharge and confinement at the Pacific Branch of the United States Disciplinary Barracks, the place of his enlistment in the Field Artillery, and not the place of his subsequent fraudulent enlistment in the Infantry, was accepted as the place of his last enlistment for the purpose of computing the transportation to be allowed to him upon his release from confinement. (*Par. I, Cir. 55, 1908—1385870, A. G. O.*)

In the case of a man who enlisted September 24, 1897, at Fort Brady, Mich., and deserted October 2, 1897, a private, Company E, Nineteenth Infantry; again enlisted April 9, 1902, at Menominee, Mich., and deserted June 14, 1902, a private, Troop H, Thirteenth Cavalry; again enlisted November 6, 1907, at Jefferson Barracks, Mo.; was convicted by a general court-martial of fraudulent enlistment and sentenced to dishonorable discharge and confinement at the United States Disciplinary Barracks, and who was dishonorably discharged as a recruit, Sixteenth Recruit Company, Jefferson Barracks, Mo., was accepted as the place of last enlistment for the purpose of computing the transportation to be allowed to him upon his release from confinement. The trial of this man for desertion from either his first or second enlistment was barred by the limitation of the 103d Article of War; accordingly his enlistment of November 6, 1907, was recognized, and a dishonorable discharge imposed as of that enlistment.

This decision is not in contradiction of but is supplemental to the foregoing decision. The effect of these decisions is to establish that the enlistment as of which a man is tried, sentenced, and dishonorably discharged shall be accepted as determining the place of last enlistment for the purpose of computing the transportation to be allowed to him upon his release from the United States Disciplinary Barracks, or any branch thereof. (*Par. I, Cir. 93, 1908—1443272, A. G. O.*)

60. Allowance for transportation of general prisoners who last enlisted in Alaska, Hawaii, or the Philippine Islands.—In the case of a general prisoner who last enlisted in Alaska, Hawaii, or the Philippine Islands, the allowance for transportation on his release from the United States Disciplinary Barracks, or any of its branches, will not be greater than would be the actual expense to the Government of returning him to the place of his last enlistment. For instance: To send him from Alcatraz Island to Manila would cost very

little, the basis of the calculated cost in such a case being not the pro rata cost of running the transport system, but the actual cost in dollars and cents, over and above the current expenses of the Army, that the transportation of the man would entail. (*Par. 4, Cir. 64, 1908—1395379, A. G. O.*)

DESERTERS AND GENERAL PRISONERS.

61. Reports of desertion, escape, and apprehension.—

1. In order that effective measures may be taken by the War Department for the apprehension of deserters and escaped general prisoners, it is important that in every case the department shall be notified of the desertion or escape at the earliest possible moment. It is directed, therefore, that the commanding officers of all military posts and stations and of troops in the field, except in Alaska and the insular possessions, telegraph directly to The Adjutant General of the Army prompt notification of every desertion and of every escape of a general prisoner occurring within the respective commands of such commanding officers. This telegraphic notification having been sent in any case, further notification will not be required in that case under paragraph 119, Army Regulations.

2. The telegraphic reports required by this order will be as concise as possible and for purposes of identification will give, in the case of a deserter, the name of the man, his rank, the organization from which he deserted, the date of his enlistment, and the date and place of his desertion; and in the case of an escaped general prisoner the name of the man, the designation of the organization of which he was a member at the date of his conviction, and the date and place of his escape from confinement. The forms of these telegraphic reports will be substantially as follows: "The Adjutant General, Washington, D. C. Robert Roe, private, Troop A, First Cavalry, enlisted July first, nineteen eight, deserted January twenty-second, nineteen nine, Fort Assinniboine, Montana. Smith, Commanding." "The Adjutant General, Washington, D. C. Prisoner John Doe, formerly Company B, Second Infantry, escaped January fifteenth, nineteen nine, Fort Sheridan, Illinois. Jones, Commanding." Should there be reason to believe in any case that the deserter or the escaped general prisoner will be found at any particular place, the words "probably at-----," or "probably going to-----," should be added to the telegram.

3. Paragraph 132, Army Regulations, will not be construed as requiring a delay of 10 days before reporting as a deserter any man in whose case there is satisfactory ground for believing that he is a deserter. Troop, battery, company, and detachment commanders are enjoined, therefore, to make immediate and thorough inquiry in the case of every man reported absent without leave and to report the absentee as a deserter immediately upon obtaining evidence that appears to be conclusive of his intention not to return. Commanders of military posts and stations and of troops in the field are enjoined to give especial attention to these cases and to adopt such proper corrective measures as may be necessary whenever it is found that there has been unnecessary delay on the part of subordinate commanders in making reports required by this order.

4. Whenever an enlisted man has been officially reported as a deserter, a charge of desertion has been effectively recorded against him, and he stands charged with desertion within the meaning of paragraph 1372, Army Regulations, regardless of whether the charge has or has not been entered on muster rolls and pay rolls, and the charge will stand against him until it is disposed of in one of the various ways prescribed by Army Regulations.

5. The report required by paragraph 126½, Army Regulations, must, therefore, be made in the case of every enlisted man who has been reported officially as a deserter, and who has subsequently returned to military control, regardless of whether the charge of desertion has or has not been entered on muster rolls and pay rolls in his case, and a similar report must be made in the case of every escaped general prisoner returned to military control. Commanders of military posts and stations and of troops in the field are enjoined to give especial attention to this matter in order that there may be no unnecessary delay in reporting to The Adjutant General of the Army the return to military control of every person who has been officially reported as a deserter or an escaped general prisoner. (*G. O. 208, 1908—1465849, A. G. O.; G. O. 140, 1909—1535371, A. G. O.*)

EXTRA-DUTY MEN.

62. Employment of.—1. An enlisted man employed on extra duty as clerk in the office of a coast defense Artillery engineer or a coast defense ordnance officer, as switchboard operator

at a seacoast fortification, or interior post, or an enlisted man of the line of the Army or of the Signal Corps employed on extra duty in Alaska on the Washington-Alaska Military Cable and Telegraph System, for a period of not less than 10 days is entitled to extra-duty pay for the actual number of days so employed, except that the annual appropriation does not permit of the employment of the clerk for the purposes of pay for more than six days a week. In other words, Sundays must be excluded from the muster of a man employed as clerk in the office of a coast defense Artillery engineer or a coast defense ordnance officer, his right to extra-duty pay for all other days in the year, including holidays, being dependent upon actual employment. There is no restriction against the employment of a man as switchboard operator or a man on extra duty in Alaska on the Washington-Alaska Military Cable and Telegraph System for each day in the year, including Sundays and holidays.

2. When an enlisted man is first detailed on extra duty, or while in the performance of extra duty he is discharged and reenlisted on the next day after discharge and his detail is continued under his new enlistment, the first pay roll on which he is mustered for extra-duty pay, and subsequent pay rolls until paid, will recite in the column of remarks the nature of the extra duty, the number, date, and source of the order announcing his detail, the dates of the beginning and ending of the time for which so employed during the period covered by the muster and the number of days for which he has actually performed the extra duty. The number, date, and source of the order is not required to be cited on the pay rolls subsequent to those named above. In case of the relief of an enlisted man from extra duty the pay roll for the month in which relieved should state the number, date, and source of the order announcing his relief. If the period employed on extra duty during the period covered by the pay roll is less than 10 days the remarks on the pay roll will show whether the soldier has performed such duty for 10 or more days under the same detail. When extra duty is actually performed on Sundays or holidays the fact will be specifically stated on the pay rolls.

3. The following examples indicate the remarks to be placed on the pay roll in the usual cases: "Clerk, office coast defense Artillery engineer, July 1 to 31, 1915, 27 days,

the territorial limits of a post commander's jurisdiction, will confer with the post commander and will state in their reports that such conference has been held and whether or not the post commander concurs in the recommendations.

The foregoing provisions do not apply to the affairs of supply depots which may be located within the limits of military posts, excepting when specific authority to that end is granted, but those provisions do apply to Coast Artillery garrisons, substituting the words "coast defenses" for "posts."

Nothing herein will be construed as authorizing any change whatever in existing regulations governing channels of communication. (*Par. II, G. O. 11, 1915—2257818, A. G. O.*)

74. Electric lighting and power circuits, installation.—

When any electric lighting or power circuit is to be installed at any seacoast fortification the local representative of the Engineer Department, the Quartermaster Corps, or the Signal Corps, under whose direction or supervision the work is to be done, will notify the local representatives of the other two staff departments named, in advance of the initiation of construction work, in order that any necessary measures may be taken to prevent danger to life or property by reason of accident occurring during construction involving circuits or apparatus for which the other bureaus are responsible. Upon receipt of such information the local representatives of the staff departments will inform the chiefs of their respective bureaus accordingly. The district engineer officer is to be regarded as the local representative of the Engineer Department. In the case of interior military posts the notices herein required will be given only to the representative of the Quartermaster Corps or the Signal Corps. (*Par. III, G. O. 28, 1911—1734977, A. G. O.*)

75. Competition of Army bands with civilian musicians.—

The attention of all officers of the Army is directed to the legal prohibition against the competition of Army bands or the individual members thereof with civilian musicians, contained in the act of Congress approved May 11, 1908, and embodied in paragraph 261, Army Regulations.

It is the duty of commanding officers of military posts at which Army bands are stationed to make this prohibition effective. The question of fact as to whether or not the playing outside of the post limits will be competitive is one to be

determined in each case by the commanding officer, and his determination will be final unless an appeal is taken to higher military authority by the parties concerned or alleging themselves to be concerned in the matter. (*Par. II, Cir. 97, 1908—1443893, A. G. O.*)

76. Soliciting of claims against United States on military reservations.—The soliciting of pension or other claims against the United States on military reservations or at military posts, camps, or stations, including general hospitals, is hereby prohibited, and commanding officers will take measures effectually to prevent such soliciting within the limits of military reservations, posts, camps, stations, or hospitals under their commands. Officers or enlisted men who give information with a view to aiding persons in soliciting such claims will be brought to trial for violation of paragraph 824, Army Regulations, and civilian employees who so offend will be discharged.

In connection with the subject of this order and of paragraph 824, Army Regulations, the attention of all concerned is invited to the provisions of section 5498, Revised Statutes of the United States, which are as follows:

SEC. 5498. Every officer of the United States, or person holding any place of trust or profit, or discharging any official function under, or in connection with, any Executive department of the Government of the United States, or under the Senate or House of Representatives of the United States, who acts as an agent or attorney for prosecuting any claim against the United States, or in any manner, or by any means, otherwise than in discharge of his proper official duties, aids or assists in the prosecution or support of any such claim, or receives any gratuity or any share of or interest in any claim from any claimant against the United States, with intent to aid or assist, or in consideration of having aided or assisted, in the prosecution of such claim, shall pay a fine of not more than \$5,000 or suffer imprisonment not more than one year, or both. (*G. O. 163, 1906—1151559, M. S. O.*)

77. Investigation of pension claims by special examiners of Pension Bureau.—Special examiners of the Bureau of Pensions will hereafter be considered as "proper officers" of the Interior Department within the meaning of paragraph 824, Army Regulations, and upon presentation of proper credentials to the commanding officer, will be permitted to make investigations of pension claims at military posts and stations and in military hospitals, and all necessary facilities for making such investigations will be afforded them.

The examination that will be permitted in any such case will be restricted absolutely to the ascertainment of facts within the personal knowledge or recollection of the officer or enlisted man under examination. No reference to or examination of official records of any description, either by the person whose testimony is desired, or by the examiner, will be permitted. Evidence from such records, whether filed at military posts or stations or in the War Department, will be furnished only by the War Department, as prescribed by paragraph 824, Army Regulations, in response to a call therefor made by the Commissioner of Pensions upon The Adjutant General of the Army or by some other proper official of the Interior Department upon the corresponding official of the War Department. (*Par. I, Bul. 47, 1914—2217677, A. G. O.*)

78. Reports of deaths.—Whenever the death of an officer, enlisted man, or civilian employee occurs at a military post or station, or with a command in the field, the senior medical officer present will immediately report in writing to the commanding officer of such military post or station or command in the field the name of the deceased, with rank and organization if he was an officer or enlisted man, or the department and capacity in which he was employed if he was a civilian employee, the date, time, place, and cause of death, and the present location of the body.

The commanding officer will cause necessary measures to be taken for the interment or other disposal of the body and will make an immediate report of the facts in the case to The Adjutant General of the Army on the blank form provided for the purpose (Form No. 415, A. G. O., "Report of Death and Disposal of Remains"). (*G. O. 67, 1910—1637869, A. G. O.*)

79. Civilian physicians practicing on military reservations.—Whenever a civilian physician is summoned to take charge of a case of disease of an officer or an enlisted man at any garrisoned post or in the families of officers, enlisted men, or civilian employees thereat, the patient or responsible person will at the same time so inform the commanding officer, who will notify the post surgeon. It will thereupon be the duty of the surgeon to ascertain, if possible, from the attending physician or by personal examination of the patient if deemed necessary, the nature of the disease and, if it proves to be infectious and a source of danger to the garrison, he will retain supervision of the case and be responsible for all meas-

ures of isolation, prevention, and disinfection. If an officer or enlisted man be the patient it will be the duty of the surgeon in any case to report the nature of the disease to the post commander in order that the latter may, if the interest of the service demand it, require the patient to be placed under charge of the post surgeon.

Any violation of this order by a civilian resident will subject him to removal from the post. (*G. O. 160, 1905—1056014, M. S. O.*)

A civilian physician desiring to practice medicine on a military reservation must register his name with the post commander and must agree, in writing, to observe the rules and regulations relative to the protection of the command against infectious or epidemic diseases that may be in force at that time or that may be promulgated thereafter. Whenever a civilian physician in his practice on a military reservation discovers a case of infectious or epidemic disease he must make prompt report thereof to the post commander, who will take the proper steps for the protection of both civilian and military residents on the reservation. (*Par. II, Cir. 26, 1907—1221630, M. S. O.*)

80. Young Men's Christian Association, privileges for.—Permission is granted to the Army Young Men's Christian Association to establish its work at the various posts of the Army, and commanding officers are enjoined to facilitate the efforts of this association to provide helpful, physical, intellectual, and unsectarian religious influences by providing therefor suitable quarters which may be in the post exchange buildings if room is there available and its use for such purpose is deemed wise by the commanding officer. The privileges granted hereunder are subject to the control of commanding officers and should be so defined as not to interfere with military operations and discipline. (*Cir. 15, 1904, W. D.*)

All proper facilities for the work of the association will also be afforded by commanding officers of troops serving in camp and in the field.

Whenever practicable, and when it does not interfere with drill and instruction or the purposes for which the troops are assembled, suitable sites will be selected and assigned in camps for the tents of the association. In the case of change of camp sites the tentage and equipment of the association will be transported when means are available. The

care and police of the tents of the association, and the grounds surrounding them, will also be provided for in the general scheme of police of the camp.

Permission will be given by commanding officers for the duly accredited secretaries of the association to purchase necessary supplies from the Quartermaster Corps in case the supplies are available and can be spared; and when, in the opinion of the commanding officer, the supply of tentage warrants it, shelter of this character will be afforded to the association. (*Par. I, G. O. 39, 1914—2157834, A. G. O.*)

81. State game and fish laws not operative on a military reservation.—The fish and game laws of a State are not operative on a military reservation over which the United States has acquired exclusive jurisdiction, and a warden or other State or local officer who persists in attempting to enforce those laws within the limits of such a reservation after having been ordered to desist therefrom should be removed from the reservation. (*Par. 2, Cir. 50, 1906—1157543, M. S. O.*)

ARTICLE X.

ENLISTED STRENGTH OF ARMY—STATISTICAL DATA REPORTS OF ORGANIZATIONS—HISTORI- CAL RECORD OF ORGANIZATIONS—TRAINING, INSTRUCTION, AND EMPLOYMENT OF TROOPS.

82. Enlisted strength of Army.—1. By direction of the President the enlisted strength of the Army will be maintained as prescribed in the Tables of Organization, 1914, and in such changes in those tables as may be published from time to time.

2. Estimates for pay and allowances of the authorized enlisted strength of the Army will hereafter be based primarily on Tables of Organization.

3. Until such time as appropriations are available for their pay, the number of noncommissioned officers and other enlisted men of special grades carrying extra pay for grade to be appointed in regiments and other separate tactical organizations to provide men for detail with provisional units will be limited to that prescribed in General Orders, No. 8, War Department, 1912, as amended.

4. Such enlisted men heretofore appointed in excess of the numbers prescribed in General Orders, No. 8, War Department, 1912, as amended, under the provisions of the Tables of Organization, 1914, are not at the present time additional to those numbers and are to be detailed from the troops, batteries, and companies to which they properly belong. Such enlisted men now in excess may be carried until absorbed by the occurrence of vacancies in their respective grades.

5. The foregoing does not apply to the additional noncommissioned officers authorized in the Tables of Organization, page 78, under the heading "Additional Enlisted Strength—Line."

6. Hereafter, as appropriations become available, organizations will be informed by letters of instruction from The Adjutant General's Office of such increase in enlisted strength

of statutory organizations as may be warranted to provide personnel for provisional units until all organizations have been brought up to the strength prescribed in the Tables of Organization. (*Par. III, G. O. 37, 1915—2293798, A. G. O.*)

83. Statistical data reports of organizations.—1. Regimental commanders of Cavalry, Field Artillery, and Infantry, battalion commanders of Engineers, and coast defense commanders in case of Coast Artillery companies serving under them will submit, through the department commanders concerned, to The Adjutant General of the Army on June 30 of each year, for the fiscal year ending on that date, a tabulated report showing for each troop, battery, or company of their respective organizations and for each regimental headquarters the statistical data called for under the following headings:

- (a) Number of officers present.
- (b) Number of enlisted men.
- (c) Number of serviceable private mounts.
- (d) Number of serviceable public mounts.
- (e) Number of expert riflemen.
- (f) Number of sharpshooters.
- (g) Number of marksmen.
- (h) Number of reenlisted men.
- (i) Number of men in first year's service.
- (j) Number of convictions by summary court during year.
- (k) Number of convictions by special court during year.
- (l) Number of convictions by general court during year.
- (m) Number of desertions during year.
- (n) Number of men discharged under paragraph 148½, A. R.
- (o) Number of men dishonorably discharged.
- (p) Number of captains, first lieutenants, and second lieutenants, respectively, and of commanding officers of each troop, battery, or company during year, with date of assignment of each officer.
- (q) Number of battalion or squadron commanders during year, with date of assignment of each commander.
- (r) Value of property lost by desertion during year.
- (s) Value of ordnance property issued to replace unserviceable property during year.
- (t) Value of quartermaster property issued to replace unserviceable property during year.
- (u) Amount of troop, battery, or company fund on June 30.
- (v) Total disbursements from that fund during year.

2. Form No. 531, A. G. O., for rendering the tabulated report, will be furnished from The Adjutant General's Office to the commanding officers concerned. (*Par. I, G. O. 15, 1915—2263552, A. G. O.*)

84. Historical record of organizations.—1. In every staff corps and department, regiment, battalion not forming part of a regiment, and independent troop, battery, or company will be kept a detailed history of the services of the organization. This history will, at all times, be kept as nearly up to date as possible.

The chief or commanding officer of the organization will cause the history to be prepared under his immediate supervision. The historical record thus kept should contain information concerning the original formation, recruitment, changes in organization, increase and decrease in strength, stations of the organization or parts thereof, arrival at and departure therefrom, marches, campaigns, battles, etc.

It should give the names of officers and men killed and wounded in action, or who may have specially distinguished themselves, with rewards and decorations received.

Before books and papers are destroyed under paragraphs 258 and 281, Army Regulations, they should be carefully examined to see that everything of historical value therein has been embodied in the history of the organization.

2. As soon as possible after the end of each calendar year the chief or commanding officer of every organization required to keep a history under this order will forward directly to The Adjutant General of the Army a copy of so much thereof as relates to the past calendar year. (*G. O. 1, 1905—953158, M. S. O., as amended by Par. II, G. O. 7, 1910, and Par. II, G. O. 24, 1912.*)

TRAINING, INSTRUCTION, AND EMPLOYMENT OF TROOPS.

85. Training of mobile army.—1. *Object of training.*—Readiness for active service, and especially for the particular kinds of active service in which the troops are most likely to be engaged, is the objective to be kept in view in all peacetime training and preparation. The activities of all concerned will consequently be directed to the attainment of that end.

To be prepared for such service the troops must not only be thoroughly instructed, but also must have a high morale, based on consciousness of ability to meet successfully all the

demands of war. The value of an organization is to be judged by its all-around ability to take the field and to meet successfully every phase of war service.

2. *Bases of training.*—Study, drill, and practical application form the bases of training. By study, knowledge of principles and methods is acquired; by drill, skill in the mechanism of methods and in the performance of habitual duties is gained. It is by practical application that officers and men learn to adapt to actual cases the knowledge and skill they have acquired. Facility in so doing is of the utmost importance, since on service a great variety of practical problems present themselves, each of which must be solved on the basis of its own particular requirements. Hence, as soon as proficiency in elementary methods is attained, the applicatory system will be employed, commencing with simple problems and gradually widening the scope so as to introduce the greatest possible variety of conditions. To this end all tactical exercises, whether theoretical or practical, whether with or without troops, will be based upon an assumed situation. In all exercises in the field a concrete case will be stated, calling for the actual employment of the organization concerned, and the organization is then employed to meet the requirements of this case. The strength and character of the opposition to be expected, the nature of the terrain, the obstacles to be overcome being known or developed as the solution proceeds, the opportunity is afforded not only of applying appropriate general principles and tactical methods, but also of putting to practical use many minor phases of instruction which had previously been the subject of drill-ground training. Thus, the service of security and information, signaling, field fortifications, pioneer work, the passage of obstacles may all be incidents of the operation involved, and, being natural incidents, the purpose of the previous drill and instruction becomes apparent, as well as the difficulties liable to arise under the varied conditions of service. The more nearly the conditions of service are simulated and the greater the variety of the incidents introduced, the more instructive will these exercises be.

Such exercises may be conducted at first as map problems or terrain exercises for the training of officers and selected enlisted men.

Study, drill, and practical illustration follow a generally progressive order as indicated below; but instruction of the

three kinds should be in a measure concurrent, to the end that the reasons for instruction, the purposes to be attained, and the conditions under which the duties will have to be performed may be continually kept in mind.

The prime immediate need of the Army is correct tactical training of officers and noncommissioned officers in handling commands appropriate to their rank. In this training the study of strategic combinations on a large scale should be avoided, except in so far as such study may bear upon the solution of the problems under consideration, and all such study should be incident to, and form the basis for, the tactical training of officers and their commands.

In order that study and training may be properly directed and that a unified doctrine of tactics may be taught the entire service, all tactical instruction of the mobile army will be conducted in accordance with the principles taught at the service schools and the Army War College, as set forth in the books employed and as illustrated in the approved solutions at those institutions. Graduates of the service schools and the Army War College will be utilized, as far as practicable, to assist in the work contemplated in this order.

3. *Annual course of training.*—A progressive scheme is to be followed for each year's instruction. The annual course comprises garrison training and field training, though no sharp line of distinction is to be drawn between the two. For the purpose of illustrating practically the principles taught, or emphasizing the importance of phases of detailed training, instruction appropriate to one period may frequently be held within the period assigned to the other.

4. *Garrison training.*—The period of garrison training will be devoted especially: (a) To theoretical and practical instruction in the various garrison schools, and (b) to drill and practical instruction preparatory to field training.

(a) War Department orders prescribing regulations to govern post and garrison schools lay down specifically the course to be followed in the more elementary schools for officers and enlisted men. Brigade commanders will devote special attention to the postgraduate scheme of instruction, which will run through the entire period of garrison training. A principal feature of postgraduate instruction will be studies, map problems, and war games based on strategical and tactical situations to be stated for the brigade by the War Department and

by the brigade commander for the tactical components of his brigade. The postgraduate course of instruction will also include such map problems, terrain exercises, tactical or staff walks or rides, or other work pertaining to the local terrain as brigade commanders may prescribe; this portion of the course may be made to amplify the work of the elementary schools for officers and enlisted men, as well as the drill and practical instruction preparatory to field training.

(b) Drill and practical instruction preparatory to field training embraces specially: Drill of the company, battery, and troop and all of the units thereof, mounted and dismounted; the preliminary training for fire action and firing exercises on a represented or actual terrain with targets represented to scale or actually designated, thus giving opportunity to train the personnel both in the mechanisms of fire and in appropriate methods of directing, controlling, and adjusting fire; the rudiments of the service of security and information, including the preparation and transmission of orders and messages; map making and map reading for officers, noncommissioned officers, and selected privates; exercises in leaving the post with a part or all of the command equipped for prolonged service in the field; bayonet combat; swordsmanship, mounted and dismounted; visual signaling; gymnastics, athletics, and swimming, including swimming with arms and equipment under proper precautions as to safety; equitation, horse training, and packing; tent pitching; guard duty and ceremonies; first aid and the hygienic care of the person; care of equipment of all descriptions.

5. *Field training* embraces especially: Range practice; field firing exercises with service ammunition; field fortifications, including the reconnaissance and selection of positions, and the actual construction of appropriate intrenchments; the service of security and information (Field Service Regulations); marches and convoys; maintenance of communication between the elements of a command by signals and by messenger; the care of men and animals, including the preparation and service of food, shelter, and the service of sanitation and supply; the passage of obstacles; night operations; map making in accordance with the needs of the arm of service concerned; swimming of horses and men, to include swimming with arms and equipment under proper precautions as to safety; packing and exercises in the solution of transportation

problems; the drafting of orders and messages as incidents of the above exercises; combat and field exercises, first of a simple nature but gradually becoming more and more comprehensive, passing to the larger units and involving combined operations and operations with the Organized Militia.

6. Until our regiments, brigades, and divisions are all located so that it will be possible for their elements to assemble by marching for annual training, there will be difficulty in carrying out a consistent course of progressive training for the whole Army. In the meantime, the policy will be to go as far as is possible with funds available to effect such annual concentrations, and where complete concentration is impracticable, to still do what is possible in the way of regimental, brigade, and division instruction with the troops available. To this end the missing tactical and supply elements will be represented and maneuvers carried out over a tract of country sufficiently extensive to gain practice not only in the tactical handling of the command to meet a variety of concrete situations, but also in the working of its supply, ammunition, and sanitary services. Similarly, in maneuvers with organizations of the Organized Militia, composite brigades and divisions may be formed and experience gained in the exercise of the functions of the higher command.

7. During the periods allotted to instruction of subordinate units, terrain exercises, tactical or staff walks or rides, war games and map problems furnish the special means whereby all higher commanders may be preparing themselves and their staffs for their appropriate duties.

8. *Marching*.—Ability to march long distances is one of the most important requisites of mobile troops. Training in marching will be secured in connection with the concentration of brigades and in operations in connection with the annual maneuvers; but it is necessary that troops be prepared for such marches by appropriate preparatory work, and that all marches be conducted with a view to accomplishing some well-defined object. To this end, during the period of field training, each organization, except when participating in target practice, will each week engage in field exercises based upon stated tactical situations requiring marches under war conditions and involving training in the various phases of field service. Marches will be arranged and tactical problems drawn so that contact of the larger bodies of troops concerned will occur upon mili-

tary reservations or upon ground which the troops are authorized to use.

The distances covered in the first marches will be short, but should be gradually increased. Special attention will be given to the fit of shoes and the care of the feet as prescribed in General Orders, No. 26, War Department, 1912, paragraph 91, of this compilation.

In the early stages of field training the articles of equipment carried should be few and the load on the soldier light. As the men become hardened, the load should be increased gradually, so that before the end of the period of company field training troops will be able to make hard marches under service conditions, carrying the full field equipment.

9. *Programs of training.*—Training must conform to the principles laid down in existing regulations and to the doctrine disseminated through the service by means of the service schools; but unit commanders will be given great latitude in the choice of ways and means for training their units and will be held to corresponding responsibility for results attained. Higher commanders interpose to change the ways and means employed by their subordinate commanders only when convinced, after careful observation, that the necessity for interposition is such as to justify impairment of the initiative ordinarily left to subordinates.

Department commanders will fix the periods of garrison and field training and of target practice for the brigades. They will also fix the period to be devoted to training of the combined arms and to field training in conjunction with the Organized Militia. Brigade commanders will then make an allotment of time between companies, battalions, and regiments. For elements not brigaded, department commanders will fix the periods of garrison and field training and target practice, as well as the allotment of time between companies, battalions, and regiments.

Keeping in mind the foregoing allotments of time and the requirements of this order as to objects to be attained and ground to be covered, each commander, commencing with the company commander, will prepare a program showing in general terms the contemplated scheme of work for the periods allotted for the garrison and field training of his command. The purpose is to require the commander to formulate and to keep in mind a progressive plan of instruction, adapted to

the particular conditions under which he is serving and framed so as (1) to include all the phases of training, (2) to give each phase its due importance, and (3) to combine them all in a well-balanced scheme tending always toward real preparedness for field service.

The program of each unit commander is submitted to the next higher tactical commander for approval. Companies, battalions, or regiments not serving in the same territorial department or district as their respective battalion, regimental, or brigade headquarters will forward their programs directly to the next higher tactical commander in the department or district. Battalions or regiments not attached or belonging to a brigade will forward their programs directly to department headquarters.

Company commanders will prepare at the end of each week of company training the detailed schedule for the next week's work, submitting a copy of the same to the battalion commander for approval. The latter will keep in close touch with the progress of the work.

Regimental commanders supervise the training of the battalions which are under their immediate control. They will make detailed tests of the battalions and companies from time to time with a view to determining the progress made and to causing the correction of deficiencies noted.

The duties of brigade and department commanders in connection with training are defined in paragraphs 193 and 194, Army Regulations.

10. *Responsibility for the training of detached units.*—If a portion of a tactical unit is detached from its proper command, the responsibility of the unit commander for the training of the detached portion will be measured by the extent to which he has had opportunity to control its training. If elements of a tactical unit are separated from the others but not detached, the commander will be given facilities, when practicable, for visiting such elements and supervising their training; otherwise his responsibility is qualified as in the preceding case.

Troops detached from one division or brigade will be attached to another division or brigade, and the commander of the latter division or brigade will then have the same responsibility for these attached units as for his proper tactical organization.

11. Administration.—Routine administration throughout the Army must be regulated on the basis that training and preparation for active service are of first importance. Administrative duties are an essential feature of military life and are not to be neglected; but in every legitimate way they must be simplified, reduced in amount, and adjusted as to time of performance, so that they will not obscure the real purpose for which the Army is maintained or obstruct the attainment of this purpose. Commanders of all grades must so order and arrange the affairs of their organizations that the foregoing general principles are given full force and effect. The number of officers and men regularly present at instruction must be the maximum consistent with the due performance of administrative or other duties unavoidably arising during the times allotted to instruction. (*G. O. 17, 1913—2015349, A. G. O.*)

86. Schools of equitation in mounted commands.—In mounted commands schools of equitation will form part of the garrison training prescribed by General Orders, No. 17, War Department, 1913, paragraph 85, this compilation. They will consist of—

1. The school of equitation for officers.

The instructors will be selected by the post or regimental commander and will be taken from graduates of the Mounted Service School if any such are available. All lieutenants of mounted commands who are not graduates of the Mounted Service School will attend until they have had three seasons of instruction or until by reason of their proficiency they have been selected for duty as instructors in the school for noncommissioned officers. The commanding officer may direct the attendance of other mounted officers of whatever rank who, in his opinion, would be benefited by such instruction.

2. The school of equitation for noncommissioned officers and selected privates.

The instructors will be officers who have qualified for such duty either at the Mounted Service School or in the officers' school of equitation. Noncommissioned officers and selected privates of mounted commands will be selected to attend, so that they may be prepared to train recruits and to impart to the latter correct ideas of equitation from their entry into the service.

The courses of instruction followed will be based upon the course of the Mounted Service School. (*Par. II, G. O. 113, 1911—1806553, A. G. O.*)

87. Instruction of Field Artillery.—The instructions herein prescribed relative to the training of Field Artillery are supplemental to those contained in General Orders, No. 17, War Department, March 1, 1913, paragraph 85, this compilation.

Post commanders will require all officers of Field Artillery commands serving at their posts to study these instruction orders and recite on their subject matter as part of the annual program of instruction. These recitations will be conducted by the senior Field Artillery officer on duty with such commands. No officer who is not conversant with the provisions of these orders will be allowed to direct or conduct the fire of any unit at service practice, and such officer will be reported upon as directed in paragraph 27 of this order.

1. Field Artillery instruction or drill will take place daily except on Sundays, holidays, or on those days when ceremonies or other work is prescribed by post, department, or higher authority, but organizations will not be excused from drill on Friday in order to prepare for the Saturday inspection prescribed in paragraph 283, Army Regulations. Tactical instruction and the training of men shall have precedence over ceremonies and ordinary routine work of posts and garrisons.

2. Officers and men must give sufficient hours daily to their military work to accomplish the training and instruction needed for the thorough efficiency of their organization. Keeping barracks, stables, gun sheds, and other buildings occupied by men and horses, and the grounds in the vicinity clean and properly policed, and such necessary inspection of clothing, arms, and preparation of meals as will keep commanding officers at all times thoroughly informed of existing conditions, are part of the daily work.

3. Throughout the year all Field Artillery troops will have such garrison and field training as is prescribed by paragraphs 3, 4, and 5, General Orders, No. 17, War Department, 1913.

4. Garrison training will include gymnastics and outdoor athletics, first aid, the details of tent pitching, ceremonies, guard duty, equitation and horse training, draft exercise, the hygienic care of the person, of buildings and grounds, care of harness and matériel, swimming, to include swimming with arms and equipment under proper precautions as to safety, exercises in leaving the post with a part or all of the command equipped for prolonged service in the field, instruction in The

Battery Dismounted, The Cannoneer, The Gun Squad, The Firing Battery, and The Driver, and such instruction in The Battery Mounted, The Battalion Mounted, and The Regiment Mounted as can be profitably had on ground available for the purpose in garrison. During this period officers will also be instructed in the preparation of firing data and the conduct of fire, using the indoor terrain or an outdoor reduced range. (See General Orders, No. 183, War Department, 1909.)

5. Field training will include pistol and subcaliber practice, service practice, the construction of gun pits, practice marches, camping, the reconnaissance, selection and occupation of positions, terrain rides, night operations, road and position sketching, individual cooking, and, in general, exercises of every kind calculated to prepare officers and enlisted men for their actual duties in war. In each case of the reconnaissance, selection, and occupation of positions, the commanding officer of a unit, or his immediate senior who may be supervising the instruction, will assume for practice solution a definite tactical problem, in which the Field Artillery unit will be considered as the appropriate part of a larger command, including other arms of the service, and these problems will be varied so as to present, as far as possible, every probable case involving Field Artillery in battle, and to illustrate the special functions which may be assigned to batteries in action as specified in paragraph 802, Drill Regulations for Field Artillery. Practice will also be had in the replenishment of ammunition in action; to this end ammunition trains will be organized by taking caissons from the firing batteries and combat trains, and all the details of this service will be carried out as far as practicable.

6. The main objective of Field Artillery training and instruction is pointed out in paragraph 1 of the Drill Regulations. In preparing the annual scheme of instruction and in carrying it out, this objective must always be kept in mind. The details of instruction enumerated in the two preceding paragraphs must be blended into a well-balanced whole, to the end that the individual and the organization may be prepared for all the requirements of active service. The value of the organization is to be determined, not by the time devoted to instruction, but by its capacity for meeting the requirements of service.

7. Programs of instruction will be prepared as prescribed in paragraph 9, General Orders No. 17, War Department, 1913. It is the duty of the post commander to see that these programs are faithfully complied with, and to this end he will take the necessary measures to insure that commanders of units not pertaining to his tactical command are given every possible facility for preparing their commands for service (par. 203, A. R.). With this object in view he will see that the maximum number of officers and enlisted men of Field Artillery are present at the prescribed drills and field exercises, and he will not excuse any officer or enlisted man from such attendance in order to perform post administrative duties or to do other work, unless such officer or enlisted man is proficient in his duties as prescribed in this order. Post routine should be so regulated as to interfere as little as possible with the instruction of officers and men. During the period of actual fieldwork officers should be present with their organizations during the entire exercises without regard to hours. When a battery returns from exercises or drill all officers thereof should be habitually present at the park and stables and remain there until the matériel and horses are properly cleaned and cared for.

8. The instruction of the headquarters detachments will be carried on as outlined in Part V, Drill Regulations for Field Artillery (Provisional), 1911, and will form part of both garrison and field training.

9. The instruction of candidates for qualification as gunner will be carried on throughout the year at such times as will not interfere with their other duties.

10. The field training of Field Artillery will embrace that of the battery, the battalion, and the regiment, and the time to be devoted to the instruction of each unit will be prescribed in the scheme of instruction adopted for the command. All officers commanding organizations will be allowed great latitude in the methods of instruction of their organizations and in the time to be devoted to the different phases of this instruction within the period allotted in the adopted scheme, but they will be held responsible that the desired results therein outlined are obtained. Field officers will supervise habitually in person the work of the units of their command, correcting erroneous methods and frequently testing the progress made.

11. When less than a regiment of Field Artillery is serving with regimental headquarters part of the regimental firing instruction will be conducted as follows:

(a) Where one battalion only is serving at regimental headquarters, the two battalions of the regiment will be represented during this instruction, one by two batteries, the other by the third battery; and all the mechanisms of fire will be practiced, with the regimental commander both conducting and directing the simulated fire of his regiment. Special attention will be given to training in the designation and identification of objectives.

(b) When only a single battery is serving at regimental headquarters the four guns of the battery will be used to outline the regiment, two guns being placed at such intervals as to represent the right and left gun of each battalion, respectively, and firing data will be determined and tested with respect to these elements by the regimental commander.

(c) With any other number of batteries less than a regiment, the system here outlined will be followed with obvious modifications.

12. When only one battery is serving with battalion headquarters, battalion firing instruction will be conducted by methods similar to those laid down for the regimental commander in the preceding paragraph.

13. Where a battalion is detached from regimental headquarters, the time allotted in the schedule for regimental instruction will be devoted to battalion instruction; where a single battery is detached from both regimental and battalion headquarters, its entire time will be devoted to battery instruction.

14. During the first part of the time allotted to regimental and battalion instruction, in order that the batteries may not stand idle during instruction of officers, the following system will be used, by which the regimental or battalion commander and his headquarters detachment may be trained to work in unison:

(a) The battalion commander will take the B. C. telescopes from his batteries and release the batteries for such instruction as may be desirable.

(b) With his headquarters detachment, reel cart, and instruments, he will then occupy positions in which a B. C.

telescope will be so placed as to represent the directing gun of each of his batteries.

(c) Telephone or other communication will be established, and firing data determined and transmitted to the represented batteries, where the accuracy of such data will be tested.

(d) In order to test deflections and angles of site the B. C. telescopes will be placed so that the observer may see over the mask behind which the battalion is supposed to be in position.

(e) The regimental commander with his headquarters detachment will in a similar manner practice the reconnaissance and occupation of positions, the determination and testing of firing data, and the transmission of commands.

(f) Following the foregoing principles, battery commanders will not permit their horsed carriages to stand idle at drills, when not needed for the proper instruction of the battery, but will order driving, draft, or other drills.

15. The target practice of the Field Artillery includes—

(a) Pistol practice.

(b) Subcaliber practice.

(c) Service practice.

16. Pistol practice is limited to the dismounted course and will be conducted in accordance with the provisions of the Small-Arms Firing Manual. When practicable, organizations will go into camp upon the range and remain there until the conclusion of the practice.

17. The allowance of subcaliber ammunition for each organization is prescribed in annual circulars from the Office of the Chief of Ordnance. This ammunition will be used for perfecting the batteries in fire discipline, and for practicing officers and enlisted men in the various mechanisms of fire. This practice should always precede and lead up to service practice.

Battery commanders should utilize the ammunition with these ends in view, to obtain which the practice will be held so that the points at which bullets strike can be plainly seen from the guns.

18. The amount of ammunition allowed for service practice is prescribed annually in orders from the War Department.

19. The service practice of Field Artillery should be considered as the culmination of the previous training, and the final results obtained should be regarded as showing to what extent the organization concerned is prepared to perform its duties under battle conditions. Regimental, battalion, and

battery commanders should keep this end in view during the period of preparatory training and also during the practice, and should make every effort to derive the greatest possible advantage from the ammunition allowance allotted to their respective organizations.

However, on application of the regimental commander, approved by the department commander, auxiliary service practice of Field Artillery organizations may be held at any time throughout the year; but such auxiliary practice shall not aggregate more than 50 per cent of the total annual ammunition allowance, and all required conditions as to preparation, training, reports, and presence of officers will be complied with. The application will set forth the particular advantage to be gained by holding such auxiliary practice over waiting for the regular practice season.

20. Organizations will be prepared for the practice by careful and detailed preliminary instruction, during which the provisions of paragraphs 1 to 14, Drill Regulations for Field Artillery (Provisional), 1911, will be kept constantly in view. This preliminary training contemplates—

(a) The study of principles and methods.

(b) The training of organizations to a skillful and accurate performance of their duties.

(c) The application of this training to the solution in the field of problems simulating those met with in war.

The successive steps to be followed in the training are: First, the establishment of thorough fire discipline in the unit by means of constant drill and subcaliber practice; second, exercises in the field, in which technical problems are assumed, making use of either actual targets or of such natural features of the landscape as may be available; third, the solution of tactical problems similar to those prescribed for the service practice.

21. In order that all junior officers may receive the maximum instruction, they will be given opportunity to command the battery at drills and exercises in which tactical problems involving the reconnaissance, selection and occupation of position, and the determination of firing data are prescribed. At service practice such lieutenants of the unit firing as are not absolutely needed with that unit will be assembled at some convenient point from which the fire may be observed, but where they will not interfere with the officer conducting

the fire. They will compute the firing data, make the necessary corrections in such data, and keep records of their observations, which will be the subject of critique by the officers supervising the practice.

22. No service practice will be held by any organization unless suitable and ample terrain for the conduct of the practice in conformity with the spirit of this order is available. If such terrain is not available at stations occupied by Field Artillery, application will be made by the Artillery commander to the department commander with a view to securing suitable terrain on which to hold the practice. Should the department commander be unable to secure such terrain for the use of any Field Artillery organization in his command, he will report that fact to The Adjutant General of the Army.

23. The allowance of ammunition per regiment for service practice is announced in orders. This allowance will be expended in problems involving fire control and fire direction for field officers and conduct of fire for battery and Artillery staff officers.

24. A maximum of 28 shrapnel or 20 shell will be allowed for each battery taking part in a problem. Adjustment should ordinarily be obtained with a less number of rounds and the ammunition saved in this manner may be used as later prescribed to verify the data obtained or in other problems.

25. The senior Artillery officer present with an organization will allot problems as follows:

(a) To each battalion commander one problem for instruction purposes.

(b) To each officer commanding a battery at least three problems.

(c) To the other officers present with or assigned to the organization for practice as many problems as the remaining ammunition will permit and in such proportion to these officers as he may consider to be for the best interest of the service.

26. In the instruction problem assigned battalion commanders each phase of a firing problem, such as determination of firing data, methods of fire to be used, observation of fire, sensing, changes in firing data, etc., will be discussed before proceeding to the firing of the next round or other operation to be performed.

The reports of these problems will be submitted with the service practice reports of the battalion.

Problems for colonels and lieutenant colonels, where two battalions, real or represented, are available, will in general include the preparation of tactical problems in the execution of which they will reconnoiter and select positions for the battalions, establish communication with the battalion commanders, and, with an assumed higher commander, arrange for the supply of ammunition, and in the exercise of fire control and supervision of fire will issue such orders and instructions as will cause the batteries to fire on their proper targets in accordance with assumed varying phases of the problem.

Problem for majors, where they supervise and control the fire, will be the same as for colonels. Where they direct the fire as battalion commanders under supervision of the regimental commander they will reconnoiter the position assigned the battalion and designate the position to be occupied by and assign the proper task to each battery, will establish the required communications, assign a position to the battalion combat train, arrange for the supply of ammunition, establish auxiliary observers where necessary and practicable, establish the service of security where the situation requires it, and will, during the firing, send such information as they may have to the officer conducting the fire which may assist him in properly carrying out his problem.

Problems for captains and lieutenants will include the duties of the battery commander in reconnaissance and in conduct of fire for adjustment on targets designated by higher commanders.

In several of the foregoing problems the officer supervising the practice will arrange to have the troops which the Field Artillery is supporting outlined and the ammunition trains represented by men and matériel taken from organizations not participating in the problem, and the required communications established.

27. Officers supervising the practice or directing the fire may order the firing to cease at any time during the execution of a problem if they consider that further expenditure of ammunition in the problem would not be profitable. Officers who, in the opinion of the officer supervising the practice, are not qualified will not be permitted to conduct the fire of any unit, but in such cases a special report covering explicitly the deficiency of the officer so prohibited from firing will be made

to The Adjutant General of the Army for the information of the Chief of Staff.

28. Department commanders and inspectors are enjoined to test Field Artillery troops and matériel under both normal and unusual conditions. It must be remembered that Field Artillery will be required to follow Infantry, and that its fire may be required in winter, in rain, and at night. Regimental and battalion commanders will make inspection of their commands so as to include the individual instruction of each officer and enlisted man in the training prescribed in this order, and will take prompt steps to remedy deficiencies noted.

29. Every officer of the Field Artillery command will be present during the service practice of any unit of that command, and when not attached to the unit actually firing will himself observe and make a record of his observations of every round fired, which record he will bring with him to the critiques conducted by the officer supervising the practice.

30. The officer supervising the practice—

(a) Will prepare in writing problems to be solved by the officer directing the fire. The problems should involve the use of the Artillery units in as many of the different rôles to which they might be assigned in service as the allowance of ammunition will permit.

(b) Will provide a range officer and a range guard detailed from the Artillery command and preferably from units other than the ones taking part in the problems; will furnish the range officer with a copy of the problem, inform him as to the kind and location of the targets required, and in a general way indicate the position of the observing station for the range party.

(c) Will provide assistant range officers and inform them in sufficient time as to the approximate position to be occupied by the battery whose fire they are to observe.

(d) Will inform the officer directing the fire, when other than himself, as to the time and place at which to report with his unit to receive the problem.

(e) Will, when more than one battery takes part, so arrange the execution of the problem that the fire of each battery may be observed and recorded separately.

(f) Will, as soon as practicable after the practice, conduct a critique upon the firing, especially correcting errors of

method and pointing out errors of observation and judgment; will encourage free discussion, to the end that all may profit by the mistakes made as well as by the correct methods pursued in the firing. The senior Field Artillery officer present will preside at the critique.

31. The officer directing the fire—

(a) Will, in general, be responsible for the tactical handling of the problem.

(b) Will make such arrangements as are necessary to have his unit at the proper time at the location designated by the officer supervising the practice for receiving the problem.

(c) May, if he considers it advisable, when the officer conducting the fire has reported the data he used in the simulated fire for effect, order verifying salvos or fire for effect if the allowance of ammunition for the problem is not thereby exceeded.

32. The officer conducting the fire—

(a) Will take such measures as are necessary to insure that at the practice the sights and instruments are in proper adjustment and the matériel in good condition.

(b) Will, on receiving instructions from the officer directing the fire, proceed with the solution of the problem in accordance with the principles laid down in Drill Regulations.

(c) Will, when he considers that he has secured adjustment suited to the problem, order the firing to cease, and then execute a simulated fire for effect. If the officer directing the fire is not in a position to hear the commands for this simulated fire, the officer conducting the fire will have them communicated to him at once.

33. The range officer—

Will report for instructions to the officer supervising the practice and with his range party will prepare, place in positions indicated, and, when necessary, operate the targets prescribed. He will observe and report upon the firing and submit at the conclusion of the day's practice the prescribed reports.

For the purpose of securing safety of the range during firing he is responsible—

(a) That the terrain in the line of fire is examined before firing commences and that all people and live stock are excluded and kept therefrom.

(b) That guards are posted so as to cover all approaches to the sector of fire, which includes the terrain from the guns to the target as well as the danger zone beyond the target.

(c) That the guards are properly instructed as to their duties. This instruction he will give in person.

(d) That whenever the firing should be stopped on account of danger on the range, a red flag is displayed where the officer conducting the fire can see it.

(e) That when the range is clear a white flag is displayed.

34. The assistant range officer No. 1—

(a) Will report to the officer supervising the fire for instructions.

(b) Will provide himself with the necessary instruments and blanks, and be, at the proper time, at the position of the battery whose fire he is to observe.

(c) Will observe from a position as near the battery as practicable and record the height of the burst above bottom of target in mils.

35. The assistant range officer No. 2—

(a) Will report to the officer supervising the fire for instructions.

(b) Will provide himself with the necessary instruments and blanks and be at the proper time at the position of the battery whose fire he is to observe.

(c) Will inform himself as to the target assigned and observe and record the distribution of shots with reference to this target.

36. The safety officer—

Will report for instructions to the officer supervising the practice with the danger flag and will have the flag raised and lowered as directed.

For the purpose of securing safety he is responsible—

(a) That no command is given for firing while the range, so far as visible to him, is not clear, nor unless the white flag is displayed by the range officer.

(b) That before firing commences, and during its continuance, a red flag is displayed near the guns where it can be seen by the range officer.

(c) That the direction in which the pieces are laid does not endanger the range or observing parties.

37. All individuals in the military service who see that firing is about to take place which would be dangerous will

call out promptly "Cease firing" in a loud tone of voice, and if at a distance from the battery make the prescribed signal therefor. The red flag in all cases indicates danger, the white flag that the range is clear.

38. As soon as practicable after each day's practice the senior Field Artillery officer present will preside at a critique upon the firing. The officer supervising the fire in each problem will conduct the critique, calling attention to errors of method and pointing out errors of observation and judgment. Free discussion will be encouraged, to the end that all may profit by the mistakes made as well as by the correct methods pursued in the firing.

39. Reports and records:

General report.—At the conclusion of the service practice of the year, regimental and battalion commanders and commanders of detached batteries will submit to The Adjutant General of the Army for information of the Chief of Staff a report upon all the features of the season's practice, which will be accompanied by the reports of service practice of their commands submitted on Form 839. The reports of the battalion and detached battery commanders will be submitted through the regimental commanders, who will indorse thereon such remarks as they may deem necessary. This report will embody the officer's comments upon the fire discipline of the command, the state of the efficiency of the personnel and matériel, and a statement of such defects in methods, equipment, ammunition, and matériel as may have been noted during the practice, with recommendations as to the steps necessary for their correction. This report will include a report of the amount of subcaliber ammunition used in practice by each organization and reasons therefor in case any of the provisions of this order have not been carried out.

Form 837, commanding officer's data book.—Used for recording the firing data, observation of fire of the officer conducting the fire, etc.

Form 838, range officer's report.—On this form is recorded the range officer's observation of the burst intervals, whether the bursts were in air or on graze, and the points of impact of ricochets.

The assistant range officer No. 1 will also use this form in recording his observations in regard to the height of burst. The observations of the assistant range officer No. 2 will be

entered in the column of remarks of the form submitted by assistant range officer No. 1.

Two copies of these forms will be submitted immediately after the practice, one to the officer supervising the practice and one to each battery commander of the firing of his battery.

Form 839, report of service practice.—Battery commanders will prepare in triplicate a separate report on Form 839 of the firing of their battery in each problem. The observations of the assistant range officer No. 2 as to the adjusted distribution being entered in the column of remarks. These reports will be submitted through the officers conducting and directing the fire to the officer supervising the practice. After these officers have indorsed their comments on these reports, one copy will be returned to the battery commander, and at the end of the service practice year one copy will be forwarded directly to the Chief of Ordnance and one copy with the general report referred to above.

The officer supervising the fire will indorse on this form his general comments on the firing to include such subjects as marking the route, reconnaissance of the position and target, selection of position to meet the tactical requirement of the situation, assignment of each unit to its particular task or duty, clearness and brevity of instructions to subordinate commanders, efficacy of methods employed in designating objectives, reconnaissance by battery commanders and occupation of position, including posting of limbers, combat train and field train, means and efficacy of communications established, fire discipline, time consumed in different parts of the problem as follows:

(1) Time at which the officer directing the fire received the problem, noting the distance from the location where problem is received to position selected.

(2) Time from identification of target to first shot.

(3) Time at which officer directing the fire completes his reconnaissance and assignment of the units to positions.

(4) Time at which occupation of position is completed by each battery.

(5) Time at which first shot is fired by each battery.

(6) Time at which last shot is fired by each battery.

If for any reason the natural continuity of events in the problem is interrupted, the cause of such interruption and its duration will be noted.

A timekeeper, preferably an officer not belonging to the unit firing, may be detailed with each of the units to record the times prescribed above.

In this indorsement will be noted a definite expression of opinion as to the methods pursued and the time consumed in the problem, consideration being given to the tactical features of the problem. The officer directing the fire will indorse on this form his comments on the manner in which the problem was carried out by his subordinate commanders.

The officer conducting the fire will enter his comments and explanations in regard to the execution of the problem.

Report of defects.—In order that corrective measures may be taken promptly, a detailed report of any serious defects in matériel or ammunition which may develop during the practice will, as soon as practicable, be forwarded by the battery commander through the officer supervising the practice to the proper ordnance officer designated by Paragraph I, General Orders, No. 28, War Department, April 21, 1913, paragraph 292, this compilation.

A copy of any report rendered under these instructions should also accompany Form No. 839 reporting the practice. (*Par. II, G. O. 41, 1913—1592005 G, A. G. O., as amended by Par. II, G. O. 25, 1914—1592005 H, A. G. O.; Par. V, G. O. 39, 1914—1872234 D, A. G. O.; Par. II, G. O. 2, 1915—2223744, A. G. O.; Par. IV, G. O. 14, 1915—2235591 A, A. G. O.*)

88. Detached officers of Field Artillery to attend service practice.—Field Artillery officers on detached service, whether in the staff departments, in the service schools, at the United States Military Academy, West Point, N. Y., on duty as aids, on recruiting duty, or any other forms of duty which separates them from their organizations in the United States, Philippine Islands, or Hawaiian Territory, will, through their immediate superiors, arrange their duties so as to make it possible for them to be at the service practice of the nearest Field Artillery unit commensurate with their rank, whether they are assigned to such unit or not. So far as practicable, they will attend the target practice of organizations equipped with the 3-inch field gun or the 2.95-inch mountain gun. They will communicate, through their immediate superiors, with the department commanders in whose territorial limits they are serving in order to obtain the dates of the next service practice and will then, through their superiors, make application

to the War Department for the necessary orders to attend this practice for sufficient time to give them not only an opportunity to direct or conduct the fire of their proper unit, but to observe in addition such parts of this practice as may be necessary for their efficiency. No leave of absence will be granted to an officer of Field Artillery during the service practice of his organization without authority from the War Department. Department and post commanders will make arrangements so that all Field Artillery officers serving under them will attend the practice of their organizations as contemplated in General Orders, No. 41, War Department, 1913, paragraph 87, this compilation.

The commanding general, Eastern Department, will arrange the target practice of the battalion serving at Fort Myer, Va., so that the Field Artillery officers at the United States Military Academy may attend this practice at such times as will interfere least with their duties as instructors.

Where Field Artillery is serving at posts garrisoned by Infantry and Cavalry, the field officers of these two arms will attend such of the more important problems of the target practice and field firing exercises of the Field Artillery, as may be recommended by the senior Field Artillery officer and approved by the post commander. Such officers should also be detailed to command the combined forces in certain selected problems to be agreed upon by the Artillery commander and the post commander. Officers of grades below field officer should also be encouraged to attend the target practice of the Field Artillery whenever practicable. These instructions are issued with a view to giving officers of higher rank practice in the art of handling Field Artillery under service conditions, to instruct them in the nature and amount of support that may be expected, and to acquaint them with what can be reasonably required of Field Artillery. (*Par. II, G. O. 4, 1913—1999022, A. G. O., as amended by Par. I, G. O. 71, 1914—2200586, A. G. O.*)

NOTE.—For regulations for the examination and classification of gunners of Field Artillery, see *Par. I, G. O. 32, 1915.*

89. Training of Engineer troops.—The following instructions governing the training of Engineer troops are supplemental to those relative to the training of the mobile army, contained in General Orders, No. 17, War Department, 1913, paragraph 85, this compilation.

1. The object of these instructions is to insure thoroughness and uniformity in the training of engineer organizations, and the provision in each organization of a suitable number of enlisted men qualified for special kinds of work.

2. The training of Engineer troops includes general service training and engineer training and will be carried on daily except on Sundays, holidays, and those days on which prevented by ceremonies or other duty prescribed by post, department, or higher authority; but, as far as practicable, training shall have precedence over ceremonies and ordinary routine work of posts and garrisons.

3. *General service training.*—This will consist of instruction in the care of arms, accouterments, and equipment; athletics, bayonet combat, first aid and personal hygiene, guard duty, tent pitching; instruction of selected men in visual signaling, driving, packing, saddlery, and the care of animals; instruction of mounted men in equitation and the training of horses; range practice and preliminary instruction therefor; exercises in leaving the post fully equipped for field service; practice marches, the service of security and information, camping, individual cooking, combat exercises, night operations, ceremonies, and tactical drills. Tactical drills for foot troops will consist of those exercises prescribed for equivalent units of Infantry, and for mounted troops of those for equivalent units of Cavalry, omitting such of the latter, that, by reason of differences in individual equipment, are not applicable to mounted Engineer troops. When facilities therefor are available, thorough instruction will be given in swimming, and each enlisted man required to attain proficiency therein.

4. *Engineer training.*—This comprises general and special engineer training.

General engineer training will consist of individual and collective instruction in the use of cordage and of lumbering and excavating tools, in rowing, ponton bridge work; the construction of improvised bridges and bridging expedients, piers, wharves, and landings; the construction and repair of roads, and the handling of heavy weights, the construction of field fortifications, to include revetments, loopholes, head and overhead cover, bombproofs, alarms, flares, observing stations, obstacles; the laying out of field and siege works; construction of siege materials; sapping and mining, and the distribution of intrenching tools and materials.

Special engineer training consists of the individual instruction of selected men in demolitions, reconnaissance, surveying, drafting, photography and map reproduction, including lithography; carpentry, blacksmithing, masonry, and pipe-fitting, and the care and operation of power machinery and equipment, including portable searchlights.

Enlisted men will be required to attain proficiency in the course of general engineer training before being given special training, and particular attention will be given to insuring the proficiency of each enlisted man in rowing and in the use of cordage and the simple lumbering and excavating tools.

General engineer training will be progressive and will follow, in general, the methods and examples given in the Ponton Manual, the Engineer Field Manual, and other approved manuals of instruction and reference.

When ponton equipage and draft animals are available, each Engineer company will, at least once during the annual course of training, be assigned to ponton work exclusively for such a period as may be necessary for proper training in the care and handling of the equipage in the field.

Instruction in demolitions will consist of practical work in the use of the demolition equipment, the handling of explosives, computation of charges, and the arrangement of fuses and firing apparatus; exercises in demolition work, including the destruction of obstacles, and in the construction and charging of mines, fougasses, etc. After sufficient experience has been had with the prescribed explosive, instruction will be extended to the use of well-known commercial high explosives.

Instruction in reconnaissance will consist of topographical sketching, to include the use of the sketching board, compass and notebook, and accessory instruments, in road sketching, foot and mounted; in position sketching, and in filling in topographical surveys.

For individual instruction of enlisted men in (1) surveying, (2) drafting, (3) photography and map reproduction, including lithography, (4) carpentry, (5) blacksmithing, (6) masonry, and (7) pipe fitting and the care and operation of power machinery and equipment, a trade school in each of these subjects will be carried on, as far as practicable, during the period of garrison training. These trade schools will be supervised by one or more officers as required and provided

with instructors carefully selected from qualified enlisted men.

Enlisted men detailed as instructors or for instruction at the trade schools may be placed on special duty, but the total number on special duty for this purpose at any one time shall not exceed 30 in each company. Manuals of instruction for use in the trade schools will be prescribed by the Chief of Engineers.

5. The period of garrison training will, in general, be devoted largely to individual instruction, and the period of field training to work under field conditions, illustrating the application of principles and methods taught during the period of garrison training.

6. As a guide in determining the character and extent of the individual instruction required in each company, the following list is given, showing the minimum number of specially qualified men considered necessary in an Engineer company of the maximum strength authorized by law:

Instrumental surveyors.....	2
Topographical sketchers.....	6
Draftsmen	2
Photographers and blue-print operators.....	2
Lithographers	2
Blasters and powder men.....	9
Carpenters, skilled	4
Carpenters, bridge	20
Blacksmiths	4
Pipe fitters.....	2
Masons.....	2
Electricians.....	2
Enginemen	4
Firemen.....	2
Riggers	2
Calkers.....	2
Horseshoers.....	1
Farriers.....	1
Saddlers	1
Packers	2
Drivers	20

(*Par. I, G. O. 6, 1915—2247494, A. G. O.*)

90. Regulations for provisional units prescribed in Tables of Organization.—The following regulations will govern the administration, instruction, and command of the provisional units prescribed in Tables of Organization, 1914:

1. (*a*) The headquarters company, machine-gun company, and supply company provisionally provided for each Infantry

regiment will be under the administration, instruction, and tactical command of the officers assigned to duty therewith, except as otherwise provided in this order.

(b) In garrison, the method of quartering and messing these provisional units will depend on conditions at each post.

(c) They may be quartered and messed separately, in which case they will be administered, supplied, disciplined, and instructed as independent units; or they may be attached as separate units, or as integral parts thereof, to designated statutory companies of the regiment, and when in or around quarters will be under the disciplinary control of the commander of the company to which attached. The enlisted men attached for quarters and mess will be placed on a common roster for interior company duties.

(d) At all formations these units or detachments thereof, will be treated as separate entities, whether quartered together or separately. They are combined for interior economy and may be formed together dismounted for pay, reveille, roll call, etc., but when formed for ceremonies, drill, field exercises, or the march, the headquarters company dissolves into its several sections. At ceremonies the mounted orderlies and mounted noncommissioned staff officers form the mounted detachment shown in Plate IV, page 83, Infantry Drill Regulations. (See also pars. 27 and 327, I. D. R.) The sergeant of the mounted orderly section, and mounted orderlies accompany their respective commanders, except at ceremonies. (See par. 29, I. D. R.) Attached Quartermasters Corps troops are under the quartermaster and with the transportation.

(e) Under any of the foregoing conditions the officer assigned to tactical command of a provisional unit will be accountable for the arms and equipment of the enlisted personnel, as prescribed in unit accountability equipment manuals and equipment tables. He will keep on hand at all times the prescribed equipment and will be given facilities for the care of such property.

(f) In the field or in camp, where the period of field or camp duty is likely to exceed 10 days, these provisional units will always be quartered and messed as separate units.

(g) When these provisional units do not mess as separate units, their funds can not receive ration savings or post exchange dividends; these are due the company or companies with which the men mess. During the time that these provi-

sional units do not mess separately, their funds should be kept intact, the men being entitled to the benefits of the fund of the company with which they mess.

(h) Changes in personnel will be reduced to a minimum. Care will be exercised in the original selection of men for detail with provisional units. Men will not be relieved from duty therewith because of bad habits or misconduct, nor for inaptitude unless it is very marked.

(i) The noncommissioned officers of provisional units will be appointed upon the recommendation of their respective tactical commanders and assigned to companies of the regiment having statutory vacancies, as authorized in paragraph III, General Orders, No. 37, War Department, 1915, paragraph 82, this compilation.

(j) The orderlies of a detached battalion accompany it and are attached to a company of the battalion for quarters and mess.

(k) The machine-gun company may be deemed a company for the purpose of guard, when guard duty is performed by company, except that it will not be detailed as a supernumerary company. It will be entitled to the provisions of paragraph 13, Manual of Interior Guard Duty.

(l) The headquarters company and the machine-gun company will conduct their target practice as separate units and will render the reports of individual fire required of a company. These units will not engage in the field practice prescribed for Infantry companies, nor will the individual enlisted men participate in the field practice of the company from which they are detailed, and they will be disregarded in all computations relating to results of field practice in the respective companies to which they are permanently assigned.

(m) The mounted orderlies will be assembled regularly for instruction as a body. When not actually undergoing instruction and when not in the field, mounted orderlies will perform such special duty as is consistent with their field duties.

(n) The enlisted men of the regiment detailed with provisional units will be carried as on detached service on the rolls of the companies to which they are permanently assigned and from which they are detailed.

(o) Quartermaster Corps troops attached to the supply company will be employed, under the post quartermaster in garrison, and under the regimental quartermaster in the

field on duty consistent with their respective designations. In garrison, attached Quartermaster Corps troops will be under the administration, instruction, and command of the post quartermaster. They will be quartered and messed with other Quartermaster Corps troops of the garrison.

(p) The following described muster rolls should be prepared for provisional units of Infantry regiments:

Roll, comprising the Field, Staff (commissioned) and Band.

Roll, Headquarters Company (Provisional), comprising the regimental sergeant major, the battalion sergeants major, the color sergeants and all men detailed from companies for duty therewith.

Roll, Supply Company (Provisional), comprising the regimental quartermaster sergeant, the regimental commissary sergeant, and all men detailed from companies for duty therewith.

Roll, Machine-gun Company (Provisional), comprising the officers and all men detailed therewith.

Separate detachment roll for all attached Quartermaster Corps troops, in accordance with Instructions No. 1 printed on Form No. 21, A. G. O., November 10, 1913.

2. The provisions of paragraph 1, of this order, in so far as they apply, will govern the administration of the provisional units of Cavalry regiments.

The following described muster rolls should be prepared for Cavalry regiments:

Roll, Comprising Field, Staff (commissioned) and Band.

Roll, Headquarters Troop (Provisional), noncommissioned staff and field train, comprising the regimental sergeant major, the regimental quartermaster sergeant, the regimental commissary sergeant, the squadron sergeants major, the color sergeants, and all men detailed from troops for duty therewith.

Roll, Machine-gun Troop (Provisional), comprising the officers and all men detailed from troops for duty therewith.

Separate detachment roll for all attached Quartermaster Corps troops, in accordance with Instructions No. 1, printed on Form No. 21, A. G. O., November 10, 1913.

3. When in the opinion of the post commander the facilities of the post permit, the men of the headquarters detachment of a Field Artillery regiment may be quartered, messed, and disciplined as an independent organization at the discretion

of the regimental or battalion commander; the men to be carried on the rolls of their respective organizations as on detached service, and the regimental or battalion adjutant to render all reports, returns, and rolls required of a detachment. Officers commanding batteries to which the men of the headquarters detachment are assigned will transfer to the regimental or battalion adjutant the equipments and horses required for the use of the headquarters detachments.

When not organized independently the men of the headquarters detachments will be quartered, messed, and disciplined with the organization to which assigned. They will not be available for detail on extra or special duty in the staff departments, nor will they be placed on the battery duty roster except for such guard duty as in the opinion of the regimental or battalion commander may be necessary for instructional purposes.

Regimental and battalion commanders are responsible for the instruction of their headquarters detachments, which will be conducted as outlined in Drill Regulations for Field Artillery. This instruction will be thorough, systematic, and carried on continually throughout the year, to the end that the men of the detachments may become experts in their important duties as Field Artillery specialists. In order that they may be kept properly occupied outside the hours devoted to instruction, regimental and battalion commanders will utilize their services for the performance of such duties incident to garrison routine as are usually performed by men detailed from the batteries.

In the field the men of the headquarters detachments may be organized as an independent unit or kept with their respective organizations, as the exigencies of the service may require.

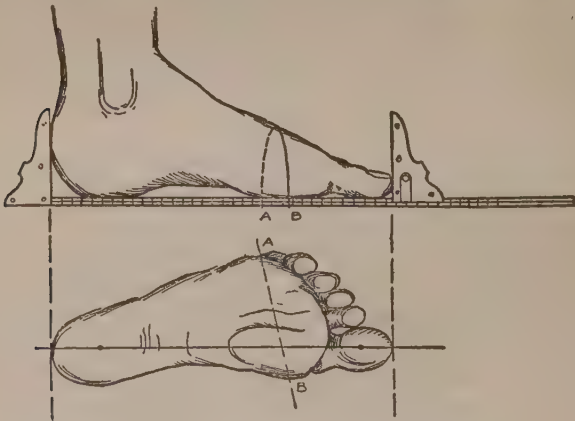
Regimental and battalion adjutants will be accountable for the property such as reel carts, telescopes, field glasses, telemeters, etc., issued for the use of their respective headquarters detachments. (*Par. I, G. O. 43, 1915—2291790, A. G. O.*)

91. Fit of shoes and care of feet of enlisted men.—With a view to increasing the marching capacity of troops, company commanders will personally measure the feet and fit the shoes of men of their commands and will be held responsible that the instructions herein contained are strictly followed.

All measurements prescribed herein will be taken with the soldier standing in bare feet and with a 40-pound burden on his back, bearing the entire weight upon the foot to be measured. Balance may be preserved by resting the hand on a fixed object. The measurements of the foot, which must be taken to make suitable preliminary selection of the shoe to try on, are (a) the length; (b), the circumference around the ball.

To measure the length the soldier will stand with foot upon the foot measure, furnished by the Quartermaster's Department, fitted in a slot in a board, the heel of the soldier fitting snugly against the heel block. The movable block will then be pushed up until it touches the end of the great toe. The scale on the top of the measure, which is graduated in sizes, will then be read, and the proper length of the shoe will be determined, approximately, by adding 2 to the reading of the scale; thus, if the soldier's foot scales $6\frac{1}{2}$, a shoe not smaller than $8\frac{1}{2}$ should be tried on first.

To take the ball measure, pass the foot tape, supplied by the Quartermaster's Department, around the foot at the prominent tubercle at the base of the great toe and the prominent tubercle at the base of the little toe. The position of the tape is shown by the line A—B in the diagram below:



The tape should lie closely to the flesh, but should not be so tight as to compress it. Having taken the foregoing measurements, the shoe best suited to the foot will be determined

by reference to G. O. 22, 1915. For example, assume that the circumference of the ball is found to be $9\frac{1}{4}$ inches. In the table on page 28 of the aforesaid circular, under the heading "Marching shoes," it will be seen that for a foot requiring an $8\frac{1}{2}$ shoe a ball measurement of $9\frac{1}{4}$ inches corresponds to a D width. The size of shoe to try on for actual fitting is, then, in this case, $8\frac{1}{2}$ D.

If the ball measurement found as above does not correspond exactly with any ball measurement given in the table, then the narrower of the two widths between which the measurement lies should be selected.

Beginning with the size and width thus tentatively selected, shoes will be tried on until a satisfactory fit is secured. Correct fit in waist and instep will be determined experimentally. To determine the fact of fit the shoe will be laced snugly and the soldier with a 40-pound burden upon his back will again throw his entire weight on one foot. The officer will then press in the leather of the shoe in front of the toes to determine the existence of sufficient vacant space in that region to prevent toe injury. Under no circumstances should this vacant space in front of the great toe be less than two-thirds inch; nor should there be pressure on the top of the toes. The officer will then grasp with his hand the leather of the shoe over the ball. As his fingers and thumb are brought slowly together over the leather, the shoe should feel snugly filled without apparent tension, while the leather should lie smoothly under the hand. If the leather wrinkles under the grasp of the hand, the shoe is too wide and a narrower width is needed; if the leather seems tense and bulging and the hand tends to slip over easily, the shoe is too narrow and a greater width is necessary.

It may be necessary to try on several pairs of shoes in this manner before an entirely satisfactory shoe is secured. A record of the proper size and width of shoes as determined above will be kept as provided by paragraph 37, Uniform Regulations.

Measurements will be taken and shoes will be fitted as prescribed at least once in each enlistment and the record will be changed from time to time if subsequent fittings render a change necessary.

Sizes called for in requisitions will conform to the record, and the fact of fit of shoes issued on such requisitions will be

personally verified in every instance by company commanders in the manner above prescribed.

No shoes will be issued to or worn by enlisted men while on duty which are not fitted in accordance with this order.

New shoes should be adapted to the contours of the feet as soon as possible. Shoe stretchers, with adjustable knobs, to take pressure off painful corns and bunions, are issued by the Quartermaster's Department.

All shoes should be properly broken in before beginning a march, but if this is impracticable then the following is suggested but not required:

The soldier stands in his new shoes in about 2½ inches of water for about five minutes until the leather is thoroughly pliable and moist; he should then walk for about an hour on a level surface, letting the shoes dry on his feet, to the irregularities of which the leather is thus molded in the same way as it was previously molded over the shoe last. On taking the shoes off a very little neat's-foot oil should be rubbed into the leather to prevent its hardening and cracking.

If it is desired to waterproof the shoes at any time, a considerable amount of neat's-foot oil should be rubbed into the leather.

Light woolen or heavy woolen stockings will habitually be worn for marching, but commanding officers of organizations may authorize the wearing of cotton stockings in individual cases where the surgeon certifies to the fact that the wearing of such stockings subserves the best interests of the service. The stockings will be large enough to permit free movement of the toes, but not so loose as to permit of wrinkling. Darned stockings or stockings with holes will not be worn in marching.

Company commanders, by frequent inspections throughout the year, will maintain the feet of their men in condition for proper marching. They will cause the proper trimming of nails, removal or paring of corns and callouses, relief of painful bunions, treatment of ingrowing nails, and other defects, sending serious cases to the surgeon.

Before a march is undertaken by foot troops, company commanders will personally inspect the bare feet of their men. While on the march, they will personally see each day that their men wash their feet as soon as possible after reaching camp, prick and evacuate blisters, and cover such blisters or

excoriations with zinc oxide plaster, supplied by the Medical Department, applied hot, dust the feet with the foot powder supplied by the Medical Department, and put on clean socks. Hereafter an undue amount of foot injury and disability from shoes will be regarded as evidence of inefficiency on the part of the officers concerned and as causes for investigation.

Post quartermasters will provide a place in the quartermaster's storehouse where shoes may be fitted for the purpose of determining or verifying the record required by paragraph 37, Uniform Regulations. For the purpose of fitting they will keep on hand at all times a complete series of each size and width of shoes furnished for issue. Shoes of this series will be put in stock and issued before they become unserviceable, and will be replaced by new shoes, keeping the series always complete. Company commanders will report in writing to the post commander every instance of failure to secure proper shoes for their commands or to obtain proper facilities for fitting the shoes as herein directed. Post commanders will investigate the reasons for and be held responsible as far as lies in their power for the rectification of such deficiencies.

A brief record of the number of such reports from company commanders and the reason for such deficiencies will be furnished to inspectors at each inspection of the post.

Inspections conducted under the provisions of paragraph 889, Army Regulations, will embrace an inquiry into the manner in which this order has been complied with, and the report of inspections will include a statement of all instances of failure on the part of company commanders to secure proper shoes for their commands and the cause of such failure. (*Par. I, G. O. 26, 1912—1856626 R, A. G. O.; Par. IV, G. O. 30, 1913—2025438, A. G. O.*)

92. Venereal diseases, prevention and detection among enlisted men.—1. It is enjoined upon all officers serving with troops to do their utmost to encourage healthful exercises and physical recreation and to supply opportunities for cleanly social and interesting mental occupations for the men under their command; to take advantage of favorable opportunities to point out, particularly to the younger men, the inevitable misery and disaster which follow upon intemperance and moral uncleanness, and that venereal disease, which is almost sure to follow licentious living, is never a trivial affair. Although the chief obligation and responsibility for the in-

struction of soldiers in these matters rests upon company officers, the medical officers should cooperate by occasional lectures or other instruction upon the subject of sexual physiology and hygiene and the dangers of venereal infection.

2. Commanding officers will require that men who expose themselves to the danger of contracting venereal disease shall at once upon their return to camp or garrison report to the hospital or dispensary for the application of such cleansing and prophylaxis as may be prescribed by the Surgeon General. Any soldier who fails to comply with such instructions shall be brought to trial by court-martial for neglect of duty.

3. Commanding officers will require a medical officer, accompanied by the company or detachment commander, to make a thorough physical inspection twice in each month of all the enlisted men (except married men of good character) of each organization belonging to or attached to the command. These inspections will be made at times not known beforehand to the men and preferably immediately after a formation. The dates on which the physical inspections of the various organizations are made will be noted on the monthly sanitary reports.

At these inspections a careful examination of the feet and footwear and of the condition of personal cleanliness of the men will be made, as well as careful observation for the detection of venereal diseases.

Cases of the latter will be promptly subjected to treatment, but not necessarily excused from duty unless, in the opinion of the surgeon, deemed desirable. They will be made of record in the medical reports in any case. A list of those diseased but doing duty will be kept both by the company or detachment commander and the surgeon, and the infected men will be required to report to a medical officer for systematic treatment until cured. While in the infectious stages the men should be confined strictly to the limits of the post. When a venereal case, whether or not on sick report, is transferred to another command, the surgeon will send a transfer slip giving a brief history of the case.

4. All instructions from the War Department prohibiting the publication in printed or other orders or instructions pre-

scribing examinations having in view the detection of venereal diseases among enlisted men, heretofore issued, are recalled. (*G. O. 17, 1912—1915426, A. G. O., as amended by Par. III, G. O. 71, 1913—2092551, A. G. O.*)

93. Attendance of troops at militia camps and at national celebrations, expositions, etc.—The policy of the War Department with respect to the attendance of troops of the Regular Army on occasions such as those mentioned herein is as follows:

1. Whenever practicable, troops will be permitted to participate in camps of instruction with the Organized Militia, in national celebrations of a purely patriotic nature commemorating important historical events, in expositions to which Government aid has been extended, and in military tournaments that are exclusively and strictly military in character and are not combined with any other kind of celebration or entertainment. Such tournaments will take place during the odd-numbered years only and will not exceed one for each such year in any territorial department. They are to be held in the larger cities of the territorial departments concerned and not prior to the commencement of the last month reserved for field training.

2. Requests for troops to participate in any other kind of celebration, in State or county fairs, carnivals, festivals, reunions, and celebrations of a local or commercial character, except as noted below, will be denied.

3. Wherever troops are stationed in cities or in the immediate vicinity thereof and where long custom has involved their participation in celebrations of a local character, department commanders may authorize troops to participate in such celebrations in accordance with well-established custom, whenever participation does not involve absence from their garrisons over night, loss of more than one day from their usual duties, or any expense to the Government. (*Par. III, G. O. 230, 1910—1218652 A, M. S. O.*)

ARTICLE XI.

COAST ARTILLERY CORPS.

COAST DEFENSE COMMANDS.

94. Safe-keeping of military records concerning seacoast defenses.—1. The following-named records shall be classed as strictly confidential, and shall be kept under lock, accessible only to the officer to whom intrusted, except that trusted employees may have access to (c) and (d) when the exigencies of the service make this desirable for the transaction of business:

(a) Submarine mine projects.

(b) Land defense plans.

(c) Maps and charts showing locations on the ground of the elements of defense, of the number of guns, and of the character of the armament.

(d) Tables giving data with reference to the number of guns, the character of the armament and the war supply of ammunition.

Serial numbers or other proper marking for identification shall be given to all these records and any future originals or copies shall be of the date of production with proper marking for identification. Complete lists of these records shall be kept in the offices from which they emanate, and the officers responsible for their safe-keeping shall make checks at intervals of not more than one year.

These records are to be available for commissioned officers at all times, but no copies shall be made, except at the office of issue.

2. All records concerning elements of defense of the seacoast fortifications other than those specified in section 1 of this paragraph shall be considered of a more or less confidential nature and precautions shall be taken with a view to preventing their falling into improper hands. (*Par. X, G. O. 3, 1912—1682853, A. G. O.*)

95. Telegraphic reports of fouling of cables.—Whenever a cable or other material forming part of the seacoast defenses of the United States is fouled by a passing vessel, the commanding officer of the post or station, to whose knowledge the

fact is brought, will make prompt report by telegraph direct to The Adjutant General of the Army of the name and nationality of the vessel concerned and the nature and extent of the damage done by it, in order that the matter may be placed in the hands of the Department of Justice for an application of the remedy prescribed in the act of July 7, 1898 (30 Stats., 717), or for such a resort to proceedings in admiralty as may seem to be warranted by the facts. The commanding officer will send a copy of his report to the department commander. (*Par. I, G. O. 30, 1905—972502, M. S. O.*)

96. Submarine mine cable.—1. All submarine mine cable stored in a coast-defense command will be tested annually, the record of the test to be entered in the cable book supplied from the Torpedo Depot for that purpose. This test will be made in accordance with the provisions of the Manual for Submarine Mining after every practicable effort has been made to eliminate such faults as may exist in the cable. The coast-defense Artillery engineer will be responsible that the repairs, tests, and records are made in accordance with regulations. He will be assisted by such personnel as may be assigned to the duty by the coast-defense commander. A copy of the record of the test and a detailed report relative to the reparative measures taken will be sent to the disbursing officer, Torpedo Depot, Fort Totten, N. Y., through the Coast Artillery district commander. For recording all tests, the latest forms supplied for this purpose will be used.

2. Whenever submarine mine cable is received at a Coast Artillery fort, the coast-defense Artillery engineer will, as soon as practicable, cause the cable to be immersed in a tank for at least 72 hours, after which he will then personally test the cable for insulation and copper resistance. A copy of the record of the test, together with a report showing the condition of the reels and sheathing when received and the date of receipt of the cable, will be forwarded to the disbursing officer, Torpedo Depot, Fort Totten, N. Y., through the Coast Artillery district commander.

3. Submarine mine cable is divided into two classes, as follows:

Class A.—That cable which is serviceable for submarine mine defense, i. e.:

(a) Nineteen-conductor cable of which 10 or more conductors show continuity of circuit and an insulation resistance of not less than 1 megohm per mile at 60° F.

(b) Seven-conductor cable, of which four or more conductors show continuity of circuit and an insulation resistance of not less than 1 megohm per mile at 60° F.

(c) Single-conductor cable 400 feet or more in length, which shows continuity of circuit and an insulation resistance of not less than 1 megohm per mile at 60° F.

Class B.—All cable which does not come within subheads (a), (b), and (c) of class A.

Class B cable is retained in store for emergency use and in general will be used in preference to class A cable so long as its condition is such as to meet the essential requirements.

4. The separation of submarine mine cable into the two foregoing classes will be made on the recommendation of the accountable officer, but will not be effective until approved by the Secretary of War.

5. Submarine mine cable will be carried on the returns so as to show the number of miles of 19-conductor, the number of miles of 7-conductor, and the number of miles of single-conductor cable in each class, together with the date of approval of the last classification, for example: "Seven miles 19-conductor cable, class A, August 30, 1913."

6. All submarine mine cable on hand will be recommended for classification whenever it is tested for insulation and copper resistance.

7. Whenever cable is recommended for transfer to class B or for submission to an inspector, the recommendation will be accompanied by a report describing in detail the methods used to locate and remove faults and by a copy of the record of the latest test. Multiple cable will not be cut for purposes of repair without authority from the War Department, except that when necessary to remove faults not more than 15 feet may be cut from each end of same. This, however, is not intended to preclude necessary bird eaging of armor wires for the purposes of repairing insulation or conductors.

8. For the purposes of classification and accountability, the length of submarine mine cable in store will be determined from its copper resistance at 60° F., in accordance with the tables in this connection given in the Manual for Submarine Mining, 1912.

9. When transfers of property occur between the dates of prescribed tests, such transfers will be made on the basis of the latest approved classification.

10. Tests for the purpose of classification will not be made on cable actually in use in a mine field. Its latest classification will be continued until it is taken up and stored, after which test will be made for classification as soon as practicable. (*Par. I, G. O. 8, 1914—2123176, A. G. O.*)

97. Submarine mine property, care, etc.; Ordnance Property Regulations govern when applicable.—1. The provisions of the "Ordnance Property Regulations" relating to the loss, damage, care, and accountability of ordnance property will govern submarine mine property when applicable thereto.

2. Submarine mine property which has been submitted to a surveying officer under the provisions of paragraph 678, Army Regulations, will not be destroyed without the action of an inspector, except in the case of stores which may have become so deteriorated as to endanger health or to injure other stores.

3. Submarine mine property will not be turned in to the Torpedo Depot except upon the approved recommendation of an inspector or except where specifically authorized by the War Department. (*Par. IV, Bul. 40, 1915—2347290, A. G. O.*)

98. Electric plants, spare parts for upkeep and repair.—All spare parts for the upkeep and repair of 25-kilowatt generating sets pertaining to seacoast fortifications and used at posts for post lighting and power purposes will be supplied upon requisitions, Form 60, forwarded through military channels to the office of the Quartermaster General and by that office transmitted to the Engineer Supply Depot.

Requisitions for spare parts will be made once a quarter, and only in cases of emergency will special requisitions be submitted for spare parts.

No funds will be expended for the purchase of spare parts from the annual allotment for the care and upkeep of post lighting plants, it being contemplated to furnish all the spare parts needed in the manner referred to above.

A similar course will be followed in the event of any repair or replacement that will necessitate the return of any part to, or correspondence with, the manufacturer. (*Par. V, G. O. 48, 1913—2057037, as amended by Par. III, G. O. 80, 1914—2057037 A, A. G. O.*)

COAST ARTILLERY CORPS NONCOMMISSIONED STAFF OFFICERS AND
RATED ENLISTED MEN.

99. Noncommissioned staff officers, duties and appointment.—1. The duties of the Coast Artillery noncommissioned staff officers authorized by section 5 of the act of Congress approved January 25, 1907, are as follows:

(a) Sergeants major, senior grade, will perform the same class of duties as are performed by sergeants major of posts, in addition to such Artillery duties as may be assigned to them by post commanders.

(b) Master electricians will have general supervision of the electrical and power installations of a coast defense. They will assist the Artillery engineer in his work and will be required to make inspections and tests of electrical plants and installations and perform such other technical duties as may be necessary in the defenses to which they are assigned. When there is only one master electrician in a coast defense he should not be assigned to specific duties at one fort to the exclusion of other forts.

(c) Engineers will supervise, care for, and operate the power plants, machine and repair shops, and such mechanical and electrical apparatus used for power purposes as may be placed under their charge. Engineers may be required to perform such other technical duties as may be necessary in the defenses or at the fort to which they are assigned.

(d) Electrician sergeants, first class, will be charged with the immediate supervision, care, and operation of a division of the electrical installations, including searchlights and power plants when necessary, in addition to the duties prescribed for electrician sergeants, second class. Any duty in connection with the electrical installations, including the mechanical work of repairing electrical apparatus and the care and operation of searchlights, is appropriate for an electrician sergeant, first class.

(e) Electrician sergeants, second class, are charged specifically with the care, repair, and maintenance of the electrical installations, including lines and means of communication. Any duty in connection with the electrical installations, including the mechanical work necessary in repairing the electrical apparatus and the care and operations of searchlights and small power plants, is appropriate for an electrician sergeant, second class.

(f) Sergeants major, junior grade, will perform the duties that are performed by sergeants major of posts or those of assistant to sergeants major, senior grade, in addition to such Artillery duties as may be assigned to them by post commanders.

(g) Master gunners will be employed in photographic work and seacoast engineering, in the preparation of tables, charts, and maps, and for such other technical Artillery duties as they may be qualified to perform.

(h) Firemen will be assigned to power plants. They will perform such duties as pertain to the care and operation of boilers and accessories, including the police of the boiler and engine room. They may be required to assist the engineer in his work.

(i) Master electricians, engineers, electrician sergeants, master gunners, and firemen will perform their duties under the direction of the Artillery engineer.

2. Appointments to these positions will be made as follows:

(a) Sergeants major, senior grade: As prescribed in orders from the War Department. (See par. 100, this compilation.)

(b) Master electricians and engineers will be appointed, through competitive examinations, as prescribed in sections (e) and (f) of this paragraph.

(c) Vacancies in the grade of electrician sergeant, first class, will be filled as they occur by promotion from the grade of electrician sergeant, second class, in the order of seniority, but subject to examination to be prescribed by the Chief of Coast Artillery. In case of failure to pass the prescribed examination candidates will not be reexamined within one year, and in case of a second failure they will be discharged for the convenience of the Government.

(d) Electrician sergeants, second class; master gunners; and sergeants major, junior grade, will be appointed from graduates of the Department of Enlisted Specialists, Coast Artillery School, as prescribed in General Orders, No. 46, War Department, 1915, paragraph 123, this compilation.

(e) First. Appointment to the position of master electrician, Coast Artillery Corps or Coast Artillery School Detachment, will be through examinations open to the following noncommissioned staff officers of that corps or detachment: Engineers; electrician sergeants, first class; electrician sergeants, second class, who have served as such for at least one year.

Second. These examinations will consist of written preliminary and practical final examinations which will include the subjects of electricity, applied mechanics, mechanical drawing, algebra, geometry, trigonometry, the care and use of boilers, engines, generators, motors, machines, machine tools, power transmission, and electrical fire-control appliances.

Third. Written preliminary examinations will be held from time to time as vacancies occur and the dates of such examinations will be announced by the War Department. Application for permission to take this examination will be indorsed by the coast defense Artillery engineer and forwarded to the commanding officer of the coast defenses in which the applicant is serving. It will be accompanied by the military record of the applicant, and with such statements as to his fitness for the position as he may desire to submit from officers under whom he has served.

Fourth. Coast-defense commanders will request directly from the commandant, Coast Artillery School, the proper number of sets of examination questions to be furnished by the school board, and on the day fixed by the War Department will cause all applicants to be examined in the presence of a commissioned officer. Upon the completion of such examination all papers, accompanied by all applications and recommendations, will be forwarded directly to the commandant, Coast Artillery School, for grading by the school board, and the report and recommendations of this board will be transmitted directly to The Adjutant General of the Army. The War Department will designate the applicants deemed worthy to take the practical final examination and will fix its date, the examination questions being furnished by the school board and forwarded directly to the coast-defense commanders designated.

Fifth. The practical final examinations will be held in the Coast Defenses of Chesapeake Bay, San Francisco, Panama, Oahu, Manila, and Subic Bays. The commanding officers of the designated coast defenses will convene the boards to conduct the practical final examinations.

Sixth. Upon the completion of these examinations the boards will submit to the coast defense commanders reports containing their recommendations, the questions, and the mark given each solution. The coast defense commander will forward these papers directly to the commandant, Coast Artil-

lery School. Both the written preliminary and the practical final examinations of the applicants will be considered by the school board, which will grade the applicants, and its report and recommendations will be forwarded directly to The Adjutant General of the Army. Unsuccessful applicants will not be permitted to again compete within a period of one year.

(f) Appointment to the position of engineer, Coast Artillery Corps or Coast Artillery School detachment, will be made through examinations open to the following noncommissioned staff officers of that corps or school detachment: Electrician sergeants, first class, and electrician sergeants, second class, and firemen who have served as such for at least one year. They will be examined and appointed in the same manner as hereinbefore prescribed for master electricians, except that the examinations will not include the subjects of power transmission and electrical fire-control appliances. (*Par. II, G. O. 203, 1908—1452366, A. G. O., as amended by Par. IV, G. O. 54, 1915—2322270, A. G. O., and Par. IV, G. O. 66, 1915—1452366 A. G. O.*)

100. Sergeants major, Coast Artillery Corps, examination, appointment, and promotion.—The following instructions govern the examination, appointment, and promotion of sergeants major of the Coast Artillery Corps:

1. Appointments as sergeants major, junior grade, of the Coast Artillery Corps, will continue to be made as now provided in General Orders, No. 194, War Department, 1910, until December 15, 1916. On and after that date only those who have successfully completed the prescribed clerical course at the Coast Artillery School will be eligible for appointment as sergeants major, junior grade, Coast Artillery Corps.

2. Vacancies in the grade of sergeant major, senior grade, will be filled, as they occur, by promotion from sergeant major, junior grade, in the order of seniority, but subject to examination. In case of failure to pass the prescribed examination, candidates will not be reexamined within one year, and in case of a second failure they will be discharged for the convenience of the Government.

3. The candidates will be examined in general regulations and the practical preparation of papers.

4. The relative weights given subjects in this examination will be: General regulations, 5; practical preparation of papers, 5.

5. No candidate will be considered proficient who obtains less than 75 per cent as a general average or less than 65 per cent on any subject.

6. In case of a failure of a sergeant major, junior grade, in the examination for promotion, the next ranking sergeant major, junior grade, will be eligible for promotion. (*Par III, G. O. 54, 1915—2322270, A. G. O.*)

101. Sergeants major, Coast Artillery Corps, reports on.—The coast-defense adjutant or personnel officer at each Coast Artillery fort will submit to his commanding officer for transmission through military channels to The Adjutant General of the Army, on a form furnished for that purpose, a report on each Coast Artillery Corps sergeant major serving at the fort. Reports will be submitted on March 31 and September 30 of each year. (*Par III, G. O., 206, 1907—1285664, A. G. O.*)

102. Firemen, Coast Artillery Corps, instruction of.—

1. A course for the instruction of firemen, Coast Artillery Corps, will be conducted each year in such coast defense commands as may be designated by the War Department.

This course will begin on the 1st day of May of each year, unless that date falls upon Saturday or Sunday, in which case it will begin on the following Monday and continue for six months. It will be under the general supervision of the coast defense commander and will be conducted by the coast defense Artillery engineer, assisted by such enlisted specialists as may be designated by the coast defense commander.

2. The course will be as follows:

First and second months.—Different methods of firing and cleaning fires, the proper use of firing tools; records required; different types of boilers, furnaces, and grates; fuels, feed water, combustion, and draft; repair and cleaning of boilers; repair of furnaces and grates; effect of scale, grease, and soot, and methods of preventing and removing same.

Third and fourth months.—A study of the different types, necessity for, and the practical operation and adjustment of the following: Stop valves, safety valves, injectors, feed pumps, feed-water heaters, condensers, steam traps, steam separators, oil separators, grease extractors, lubricators, the use of the thermometer, draft gauge, automatic damper regulator, combustion (CO_2) recorder, steam gauge, and water column.

Fifth month.—Repair work, to include packing of condenser tubes, valve stems, and piston rods, grinding valves, putting in new gaskets, calking leaks, method of putting a new tube in a boiler, stopping leaks at ends of boiler tubes, repairing air leaks in boiler setting.

Sixth month.—Practical operation of steam engine, condenser, generator, and switchboard; elementary electricity, to include magnetism, batteries, Ohm's law, dynamos, measuring instruments, and switchboard appliances.

3. The following textbooks are prescribed and may be obtained from the library, Coast Artillery School, upon application to the commandant: Steam Boilers, Shealey; McGraw-Hill Book Co. Steam Boilers, Hawkins. Power Catechism, McGraw-Hill Book Co. The Fireman's Guide, Dahlstrom; Spon & Chamberlain. Lessons in Practical Electricity, Swoope.

Catalogues should also be obtained by the coast defense Artillery engineer from the manufacturers of the apparatus installed in the power plants of the coast defenses in which he is stationed.

The textbooks supplied by the Coast Artillery School will be returned thereto upon the completion of the course of instruction.

4. Upon the completion of the course, oral and practical examinations will be held as soon as practicable. They will be conducted by the coast defense Artillery engineer, under the direction of the coast defense commander, at such places as the matériel or equipment pertaining to the subject in hand is located; and in determining the qualifications of candidates, credit will be given for practical knowledge of subjects rather than for textbook answers to questions. The attainment of 75 per cent of the maximum will be considered a satisfactory examination. The examination questions will be prepared by the Coast Artillery School Board and sent direct to the coast defense commanders concerned, due allowance being made for the matériel and equipment of the coast defenses in which the course is being conducted.

5. Upon completion of the examination, the papers, properly marked, will at once be forwarded to the commandant, Coast Artillery School. The commandant, Coast Artillery School, will prepare a list of eligibles for appointment to the grade of fireman as a result of this examination, and will forward this list to The Adjutant General of the Army.

6. Those candidates whose examinations are satisfactory will be furnished with certificates of proficiency and be eligible for appointment as firemen, Coast Artillery Corps.

7. In order to be eligible for this course of instruction, an enlisted candidate must have had at least one year's continuous service in the Coast Artillery Corps or the Coast Artillery School Detachment immediately preceding the beginning of the course.

8. A candidate, if he is stationed in the United States, will make application to his coast defense commander on or before January 1 for permission to take the course; a candidate stationed in the foreign possessions will make such application on or before November 1. As soon as the coast defense commander has received all applications from men of the coast defense command, he will request directly from the commandant, Coast Artillery School, the proper number of sets of examination papers. Before being designated to take the course, a candidate who complies with the conditions stated above will be examined in writing, under the direction of his commanding officer, in the presence of a commissioned officer, upon the questions furnished by the school and prepared by the school board.

9. Examinations for the course will be held in the United States on March 1 and in the foreign possessions on February 1. Upon the completion of the examination, the papers will be marked by the officer who supervised it. Following this, all papers, with the applications of candidates, will be sent directly to the commandant, Coast Artillery School, each application to bear indorsements from the company, fort, and coast defense commanders, stating the qualifications of the candidate and whether he has the character and reliability essential to the grade he would be eligible for upon satisfactorily completing the course. The commandant, Coast Artillery School, will, as soon as practicable, forward to The Adjutant General of the Army his recommendation as to the candidates to be selected to pursue the course beginning May 1.

10. Candidates for admission to the course for firemen will be examined in the following subjects: Elements of arithmetic, to include addition, subtraction, multiplication, long division, and decimals. The attainment of 75 per cent of the maximum will be considered satisfactory.

11. During the period of instruction and pending his appointment to the grade of fireman, the candidate will be detailed as an acting fireman and will be excused from all other duty. (*Par. I, G. O. 14, 1914, as amended by Par. I, G. O. 47, 1915—2130179 A, A. G. O.*)

103. Rated enlisted men, Coast Artillery Corps.—1. The number of enlisted men of the Coast Artillery Corps that may be rated as casemate electricians; plotters; observers, first class; observers, second class; gun commanders; gun pointers; chief loaders; and chief planters, under the provisions of the act of Congress approved May 11, 1908, is as follows:

(a) For each gun company: One plotter; one observer, first class; one observer, second class; two gun commanders; and two gun pointers.

(b) For each mortar company: One plotter; one observer, first class; two observers, second class; and three gun commanders, one of whom may be placed in charge of the magazines.

(c) For each mine company: One casemate electrician; one plotter; one observer, first class; one observer, second class; one gun commander; one chief loader; and one chief planter.

(d) For each distribution box boat: One chief planter.

(e) For each mine planter: Two chief planters.

(f) For service in fort commanders' stations, fire commanders' stations, supplemental stations, and in order to provide for cases where local conditions are such that the allowances indicated above are not sufficient to meet the tactical requirements, coast defense commanders may make additional ratings for any company or companies serving within their respective coast defense commands, provided the total number of additional ratings so made shall not exceed the total number of companies serving in their coast defense commands, except in the coast defenses of Portsmouth, New Bedford, Eastern New York, the Delaware, Baltimore, the Cape Fear, Charleston, Savannah, Key West, Mobile, New Orleans, Galveston, and San Diego, where the total number of additional ratings so made shall not exceed one less than the total number of companies serving in their coast defense commands. Observers assigned to primary stations and to separate battery commanders' stations will be rated as first class; those assigned to secondary stations and to supplemental stations will be rated as second class.

2. Only sergeants, corporals, and privates, who are first-class gunners are eligible for the ratings mentioned in this order. While holding one of those ratings they will be required to requalify as first-class gunners at the prescribed intervals and will not be detailed as mess sergeants or on extra duty, nor on special duty except when in the performance of such special duty they are under the immediate orders of their company commanders.

3. Coast defense commanders will rate and disrate the casemate electricians; plotters; observers, first class; observers, second class; gun commanders; gun pointers; chief loaders, and chief planters allowed for the companies of their commands upon the recommendation of the company commanders concerned. They will rate and disrate the plotters; observers, first class; and observers, second class, allowed for fort and fire commanders' stations upon the recommendation of the fort and fire commanders concerned, and the chief planters allowed for distribution box boats upon the recommendation of the mine commanders concerned.

The commanding officers of coast defenses in which mine planters are serving will, upon the recommendation of the commanding officers of the mine planters concerned, rate and disrate the chief planters allowed for mine planters.

4. The date of rating or disrating will be the date of the order of the coast defense commander announcing such rating or disrating. When an enlisted man holding a rating is discharged and reenlisted on the day following, his rating, if so recommended by his immediate commanding officer, will be considered continuous, an order announcing that fact will be issued by the authority authorized to make such rating, and the man will be entitled to additional pay from date of reenlistment. (*Par. II, G. O. 22, 1914—1377326 B, A. G. O., as amended by Par. II, G. O. 45, 1914—1377326 C, A. G. O.*)

ARTICLE XII.

COMPANY, MESS, AND HOSPITAL FUNDS.

104. Establishment of company exchanges.—The establishment of company exchanges or other undertakings not authorized by the Army Regulations or the orders or instructions of the War Department, for the purpose of accumulating company funds, is prohibited. (*Par. I, G. O. 165, 1906—1157482, M. S. O.*)

105. Sale of empty flour sacks and barrels.—Empty flour sacks and barrels may lawfully be sold by a company or general mess and the proceeds of the sale taken up and accounted for in the proper fund. (*Par. 2, Cir. 11, 1908—1331280, A. G. O.*)

106. Purposes for which company fund may be expended.—The company fund is not intended for expenditure in the purchase of articles to facilitate the transaction of business in a company. On the contrary, the legitimate and proper application of this fund is in supplementing the articles already furnished by the supply departments for the purpose of increasing the comfort, pleasure, contentment, mental and physical improvement of the organization. To accomplish this purpose, disbursements of company fund are authorized; disbursements for all other purposes are unauthorized. (*Cir. 6, 1904.*)

The foregoing is construed as not prohibiting the purchase or repair of typewriting machines from the company fund, provided the officer responsible for expenditures from that fund decides that the same are made solely for the benefit of the company and for the purpose of increasing the comfort, pleasure, and contentment of the enlisted men. (*Cir. 56, 1906—1170545, M. S. O.*)

107. Purchase of additional articles of food supply from company funds.—Under paragraphs 293 and 296, Field Service Regulations, 1914, the purchase of additional articles of food supply from company funds by troops in campaign is

prohibited, in order to prevent the overloading of the ration sections of the field trains and to insure that all organizations of the same command are rationed for the same period. In the case of troops on practice marches and maneuver campaigns in time of peace, however, there is no objection to the purchase of such articles from company funds, provided that no such articles are carried in the ration sections of the field trains. (*Par. III, Bul. 26, 1914—2131902, A. G. O.*)

108. Purchase of cows from company funds.—The purchase of cows for use of batteries, troops, or companies is a proper charge against the company fund, as is also the necessary expenditure for their keeping. (*Par. 6, Cir. 8, 1883—3455, A. G. O., 1883.*)

109. Expenditures from company funds for rent of land for gardens.—The regulations do not authorize expenditures from company funds for rent of land to be used as gardens. (*Par. 6, Cir. 3, 1883—1036, A. G. O., F. B. 6, 1883.*)

110. Debts due company fund by deserter.—After deducting for stoppages and forfeitures due to the United States at the date of a desertion any balance of pay or allowances that might otherwise be due the deserter are forfeited to the United States, and consequently there are no funds which could be used to satisfy debts due by a deserter to the funds of his company, troop, or battery. (*Par. II, Cir. 5, W. D., 1903—492272, A. G. O.*)

111. Purchases of articles of ration from hospital fund.—Hereafter, in making purchases from the hospital fund articles of the ration, if for sale, must be purchased from the Quartermaster Corps, and no article from the special diet allowance will be purchased from any other source so long as the Quartermaster Corps has it in stock. (*Par. I, Cir. 10, W. D., 1903.*)

112. Sale and transportation of forage for hospital cows.—The Quartermaster Corps is authorized to sell at cost price from stock on hand, or to be delivered under contract, such forage as may be necessary for the hospital cows, whenever it can be spared.

When forage can not be obtained from the Quartermaster Corps, transportation will be furnished by that corps for such as may be purchased by the post surgeon at the nearest initial point. Food for hospital cows of a kind not issued by the Quartermaster Corps may, under the provisions and restrictions of paragraph 1144, Army Regulations, be transported

by the Quartermaster Corps, if purchased from hospital funds. (*Cir. 12, 1887—6378, A. G. O., 1887.*)

113. Statements of hospital fund (Form 49, M. D.) to be council book, hospital council.—The duplicate statements of the hospital fund (Form 49, Medical Department) will constitute the council book of the hospital council, the proceedings of which will be recorded therein as prescribed by paragraph 318, Army Regulations. When necessary, extra sheets will be inserted for the record of the proceedings of the hospital council. (*Par IV, G. O. 67, 1914—2180021, A. G. O.*)

ARTICLE XIII.

POST EXCHANGES AND POST LAUNDRIES.

NOTE.—Post Exchange Regulations are published in pamphlet form. Latest edition is dated August 28, 1916.

114. Post laundry regulations.—The following regulations govern the operation and maintenance of laundries established at military posts by the Quartermaster Corps:

1. Laundries of this class are established by authority of law, contained in the act of Congress approved March 3, 1909, and in subsequent acts of Congress making appropriations for the support of the Army. They will be known and designated as post laundries. Laundries at military posts operated by post exchanges will be known as post exchange laundries and all other laundries at military posts by the name of the firm, party, organization, or corporation that operates them. The laundry at Fort Leavenworth, Kans., will be known as the Fort Leavenworth Laundry.

2. The regulations published in this order apply only to post laundries and do not affect or modify in any way existing regulations for other classes of laundries now in operation or that may be hereafter established or authorized at military posts or stations.

3. Post laundries will not be established at posts where post exchange laundries or other classes of laundries are in successful operation.

4. Post laundries will be in charge of the post quartermaster, who will render the returns and money accounts pertaining to the laundry and incident to its operation, as required by existing laws and regulations from officers of the Quartermaster Corps accountable for public property and funds. He will be assisted in all that pertains to the management and operation of the laundry by an officer detailed by the post commander and designated as post laundry officer.

5. The post quartermaster, as soon as practicable after the end of each fiscal year, but not later than July 10 of each year, will submit to the post commander on a form to be fur-

nished by the Quartermaster Corps a complete report in triplicate of the operations of the laundry for the fiscal year. This report will show in detail the quantity, class, and cost of supplies purchased and expended, number, designation, and compensation of persons employed in its operation, also cost of repairs in the maintenance of the equipment and building. One copy of this report will be retained by the post quartermaster and two copies forwarded by the post commander, with such remarks and recommendations as he deems pertinent, to department headquarters, where one copy is retained and the other forwarded by the department quartermaster to the Quartermaster General of the Army.

6. A charge will be made for all laundry work done, whether for individuals or branches of the Government. This charge will be uniform and fixed by the post commander upon the recommendation of the officer in charge, except in the case of enlisted men, when in the discretion of the post commander a flat rate per week or month may be charged, this flat rate to be uniform for all enlisted men. A copy of the established price list will be published and will accompany the annual report.

7. All funds furnished by the Quartermaster Corps and those taken in for laundry work will be properly accounted for on the books of the laundry and will be taken up on the account current, with proper vouchers for all disbursements. At the end of each month the funds in excess of amount required for payment of any outstanding accounts and the following month's expenses of maintenance and operation on hand will be deposited to the credit of the proper appropriation for that fiscal year.

8. The original installation will be paid for from funds of the Quartermaster Corps, as will all material extensions; but all operating, maintenance, replacement, and repair expenses, except ordinary repairs to the building, which will be provided for from the allotment for annual repairs to buildings at the post, will be paid for from the revenue of the laundry. Replacements, except of minor articles not exceeding \$100 in value in any one month, will be made only on the approval of the Quartermaster General.

9. All civilian employees required for the maintenance and operation of the laundry will be hired by the quartermaster, who, with the approval of the post commander, will

fix the rate of compensation for each according to the duties which the employee performs.

10. The Quartermaster Corps will furnish funds for beginning the operation of the laundry, which must, however, be replaced by revenues of the laundry as soon as practicable, and when so replaced will be deposited to the credit of the appropriation from which they were taken. It is intended that the laundry shall be self-sustaining and expenses of its operations and maintenance paid from its revenue, except for repair to buildings as mentioned in paragraph 8 of this order. In fixing the prices for work done by the laundry this will be kept in view.

11. When a post laundry is put into operation, either when first constructed or after having been shut down for a considerable period, requisition will be made for the supplies and services necessary for three months' operation. These supplies and services will be paid for from funds of the proper appropriation, and reimbursement by deposit in the Treasury will be made from month to month from the laundry revenues. All supplies other than these will be purchased with funds from laundry revenues.

12. The expense account will include all the expenditures, receipts, and bills receivable during the fiscal year from whatever source.

13. A set of books will be kept showing a detailed record from month to month of all matters pertaining to the laundry and its operations and furnishing the information for making up the annual report and money and property accounts required by laws and regulations.

14. Any laundry work damaged or destroyed will be repaired or replaced according to rules to be prescribed by the post commander. Repairing damages to articles sent to the laundry by any of its patrons and replacing or paying for those damaged beyond repair or lost or destroyed will be a legitimate charge against the revenues of the laundry and considered a part of the expense of its operation.

15. Service rendered by the post laundry to any bureaus of the War Department, other than the Quartermaster Corps, or to any other department of the Federal Government, will be settled in the manner prescribed by paragraph 671, Army Regulations, for supplies, payment therefor being arranged by Treasury settlement, through the Quartermaster General's

Office, the post laundry receiving credit on all such requests for transfer settlements on estimates of funds in accordance with rules governing such settlements issued by the Quartermaster General of the Army.

16. Services rendered by post laundries for the Quartermaster Corps, under provisions of paragraphs 1167 and 1169, Army Regulations, and by authority of law and regulations under other circumstances, will be paid to the laundry by the Quartermaster Corps with funds provided for that purpose from its appropriations, as is now done for like service when performed by post exchange or private laundries.

17. Attention is called to the provisions of law relative to competition of the post laundry with private establishments for doing laundry work, which must be strictly observed. (*Par. V, G. O. 92, 1914—2236320, A. G. O.*)

115. Extension of credit to enlisted men by post laundries.—Post laundries established by authority of the Secretary of War and operated under regulations approved by him may, in the discretion of the commanding officer, extend credit to the enlisted men of the command to an amount not to exceed \$2 a month for each man.

The amount of indebtedness of a soldier to the laundry will be charged against him on the pay rolls for the current month. (*Par. II, G. O. 162, 1906, as amended by Par. II, G. O. 116, 1910—1648390, A. G. O.*)

116. Indebtedness to post laundries and post exchanges.—Indebtedness to post laundries established out of funds carried by the acts of appropriation for the support of the Army is an indebtedness to the United States. The post exchange is entitled to be paid its indebtedness against a soldier because it is an individual within the meaning of the exemption contained in section 4818, Revised Statutes. (*Par. IV, G. O. 138, 1910—1648390, A. G. O.*)

117. Services for Government by post exchanges and post laundries prohibited except under certain conditions.—The practice of obtaining occasional services from post exchanges, post laundries, and other quasi public agencies that are established and maintained at military posts by the authority of the War Department will hereafter be authorized only in cases in which services of the same class can not be as conveniently or reasonably obtained elsewhere and where a direct advantage will accrue to the Government from the method

resorted to. In no case will a post exchange or post laundry be permitted to enter into public competition or to submit bids in response to advertisements calling for proposals for furnishing supplies or services. When accounts are submitted for purchases of the kind described above the vouchers will contain a full statement of the grounds upon which the purchase of supplies or the procurement of services was based and will fully set forth all the circumstances of the transaction, with a view to enabling the proper bureau of the War Department and the accounting officers of the Treasury Department to determine whether the purchase was in the public interest. Public funds received for such services will be taken up in the accounts of the post exchange or post laundry and will be accounted for in the manner prescribed for such accounting in the Army Regulations. (*Par. I, G. O. 253, 1907—1316491, A. G. O.*)

ARTICLE XIV.

MILITARY EDUCATION.

118. Post and garrison school regulations.—

I. POST SCHOOLS.

(a) For instruction in the common branches of education.

1. A school for the instruction of enlisted men in the common branches of education, and especially in the history of the United States, will be established at each post under such regulations as the department commander may prescribe. Instruction will be given under the supervision of officers by teachers detailed from the enlisted men. The number of teachers will not exceed 1 to every 15 pupils or fraction thereof.

2. Enrollment of enlisted men in schools for instruction in the common branches of education is not compulsory, but attendance after enrollment becomes a military duty.

(b) For instruction in military subjects.

3. Responsibility for the military instruction of company noncommissioned officers rests with company commanders, battalion and higher commanders exercising such supervision as may be necessary. Schools for noncommissioned officers and specially selected privates will be established in each company of Infantry, Cavalry, Field Artillery, and Engineers not in the field. The instruction of noncommissioned officers of Coast Artillery is otherwise provided for in orders issued by the War Department. Instruction will be conducted by the company commander, or by an officer of the company under his supervision, and will consist of recitations, lectures, discussions, and practical exercises. The course of instruction will include drill regulations, Army regulations relating to enlisted men, minor tactics, and subjects which specially pertain to the duties of noncommissioned officers and enlisted specialists of the arm of the service to which they belong. When practicable, elementary instruction in the Spanish

language will also be given. Responsibility for the military instruction of noncommissioned officers of the regimental and battalion staffs and all enlisted specialists attached thereto rests with regimental and battalion staff officers. The course and method of instruction will conform to the regulations herein prescribed for company noncommissioned officers. The instruction will be conducted by the regimental and battalion staff officers under the supervision of their commanding officers.

4. The noncommissioned officers, specially selected privates, and enlisted specialists of a battalion, regiment, or post may be assembled for instruction by means of lectures and practical exercises. In case any of the organizations present have seen war service, at least one lecture in the course should be concerning such service, providing sufficient data are available. The lecture should be delivered by a selected officer, and as many of the garrison as can be accommodated in addition to those already mentioned should be permitted to attend.

5. Certificates of proficiency, signed by their company commanders or the staff officer responsible, will be furnished to noncommissioned officers and others who have satisfactorily completed the course of instruction in a subject, and the officers who sign the certificates may then excuse them from further recitations and examinations in that subject. The attendance at lectures, discussions, and practical exercises of enlisted men holding certificates of proficiency will be at the discretion of their respective commanders.

II. GARRISON SCHOOLS.

6. Garrison schools for officers will be established at all military posts, and the instruction will be conducted under the personal supervision of post commanders.

ANNUAL PERIOD OF INSTRUCTION.

7. The annual period for theoretical instruction of officers, except those serving in the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va., will extend from November 1 to March 30, inclusive. For all officers serving in the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va., this period will extend from June 1 to October 30, inclusive. Exercises in instruc-

tion will be held daily except Saturdays, Sundays, holidays, and the period from December 24 to January 2, both inclusive.

ATTENDANCE OF OFFICERS.

8. All lieutenants of the line of the Army, including lieutenants of Engineers serving with troops, will be required with the exceptions hereinafter mentioned, to take the entire garrison school course for their respective arms of the service.

Department commanders may authorize captains and lieutenants of the Medical Corps, upon their own application, to take the garrison school course in any or all of the following-named subjects: Field service regulations, military law, international law, and military hygiene.

9. During their first year of commissioned service, officers of Infantry, Cavalry, Field Artillery, and Coast Artillery will be required to pursue the preliminary course of instruction herein prescribed for their respective arms of the service. No preliminary course for officers of the Corps of Engineers is prescribed; these officers will receive such special educational training as may be prescribed by proper authority before taking the garrison school course. The time each officer is to enter upon the regular garrison school course will be determined by the department commander upon recommendation of the post commander. The department commander may authorize an officer upon his own application to take one or more subjects of the regular course while pursuing the preliminary course.

10. Officers who have been examined for promotion, and graduates of any of the service schools, will be exempt from the garrison school course in subjects successfully completed by them.

11. Officers having certificates of proficiency from the officers' post school, conducted in accordance with General Orders, No. 102, Headquarters of the Army, Adjutant General's Office, September 22, 1902, or from the garrison school for officers, will be exempt from the course in the subject or subjects completely covered by such certificates.

12. Student officers on duty at a military post will be required to attend the daily sessions of the school unless excused by the department commander under the provisions of paragraphs 14 or 15 of this order. If absent from their posts during the whole or any part of the school year, they will be required

to study the subjects taken up during their absence and to take the regular examinations therein at some convenient post or station designated by the department commander, unless excused under the provisions of paragraph 35 of this order.

13. Lieutenants serving by detail in staff corps and departments and those on duty at the United States Military Academy and at service schools will not be required while on such duty to take the garrison school course. All other lieutenants of the line of the Army who are not under the jurisdiction of a department commander, unless exempt from the garrison school course under the provisions of paragraphs 10 or 11 of this order, will submit reports to The Adjutant General of the Army not later than November 1 of each year, specifying the subject or subjects not completed by them and stating whether or not their duties will permit them to prepare for the examinations.

14. When it is impracticable for an officer to attend the daily sessions of the school without serious detriment to other important duties, he may be excused by the department commander from recitations and conferences and, if necessary, from practical instruction for the whole or any part of the school year.

15. At posts garrisoned by two companies or less, regular daily recitations or conferences may be dispensed with wholly or in part when in the opinion of the department commander the interests of the service demand it; but no part of the practical instruction contemplated by paragraphs 24, 25, and 26 of this order will be omitted.

16. If an officer be excused from examination under the provisions of paragraph 35 of this order, or be found deficient on examination, or for any other reason fail to complete satisfactorily a subject, he shall, unless exempted under the provisions of paragraph 10 of this order, be required to repeat the course in that subject in the school year in which it is next taken up, or during the interval between the school years if it be a subject in the preliminary course.

17. During the school year leaves of absence will not be granted officers while under instruction save under exceptional circumstances.

INSTRUCTORS.

18. The greatest care will be exercised in selecting instructors. When practicable they should be senior in rank to

student officers, but, whether senior or junior, the respect due their position will be accorded them while they are in the execution of their duty.

19. When no other officer is present and available a student officer may be detailed as instructor, and when so detailed will be excused, if he so desires, from examination in the subject, or subjects, in which he has acted as instructor.

The instructor in military hygiene should ordinarily be a medical officer.

PRELIMINARY COURSE OF INSTRUCTION.

20. The preliminary course of instruction is complete in one school year. If it becomes necessary to repeat the course in any subject under the provisions of paragraph 16 of this order, a special period for instruction in that subject will be designated by the post commander.

21. The method of instruction, the order in which the subjects are to be taken up, and the period to be allotted to each subject in the preliminary course, will be left to the discretion of the post commander, who should through personal supervision assure himself that the instruction is thorough, and that proper habits of application and study are formed by the young officers under his command.

22. The subjects included in the preliminary course are as follows:

(a) Infantry and Cavalry.

1. Manual of Guard Duty.

2. Field Service Regulations: Part II, Articles I, II, IV, and VI.

3. Administration: Company administration, including preparation of all company papers and accounts.

4. Drill Regulations: To include definitions, general principles, drills, ceremonies, etc., which a company officer must know.

5. Small-Arms Firing Manual: Parts I, II, III, and IV.

6. Military Field Engineering: Chapters I, II, III, IV, V, VI, and XXI.

7. Military Hygiene: Part I.

8. Notes on Equitation and Horse Training, Mounted Service School (for Cavalry only).

(b) Field Artillery.

1. Field Artillery Drill Regulations: Part III.
2. Indoor Firing Practice.
3. Gunnery.
4. Field Artillery Matériel.
5. Administration: Company administration, including preparation of all company papers and accounts.
6. Notes on Equitation and Horse Training, Mounted Service School.

(c) Coast Artillery.

1. Coast Artillery Drill Regulations: Chapters I, II, IV, V, VI, XV, XVI, XXIII, XXV, XXVI.
2. The Coast Artillery Memorandum publishing instructions governing target practice.
3. Coast Artillery Matériel: Description and instructions as to care and use of the gun or mortar and the carriage of the battery to which the officer is assigned, or of mine matériel in case the officer is assigned to a mine company or detachment.
4. Electricity: Description, care, and use of Coast Artillery electrical matériel.

REGULAR COURSE OF INSTRUCTION.

23. The regular course of instruction for officers of Infantry, Cavalry, Field Artillery, and Coast Artillery is divided into three school years, each year being separate and complete in itself. The first school year, except in the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va., will begin November 1, 1910. In the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va., the third school year will begin June 1, 1910. The school years follow in numerical succession. For Engineer officers the course is complete in one school year.

24. Instruction will cover at least one hour of each school day not set aside for examination, and, when practicable, will consist of conferences and the practical application of theoretical principles in lieu of, or combined with, the ordinary recitation method. Regular daily instruction will not be required of Engineer officers, but the instructor will exercise such oversight and give such assistance as may be necessary to insure a thorough mastery of each subject.

25. At least one school day of each week will be devoted to practical instruction or to the solution of problems in the sub-

ject then being studied. In map problems and terrain exercises which will invariably form a part of the practical instruction in Field Service Regulations and tactics, the strength of any arm in the force assumed should not exceed a brigade. The practical instruction in Field Artillery Drill Regulations may consist of indoor firing practice.

26. The course in administration will not be limited to the study of designated articles or paragraphs of the Army Regulations, but will include practical instruction or exercises in the administrative duties of company commanders and battalion staff officers in garrison and in the field, such as the preparation of muster and pay rolls, company returns, discharges, final statements, descriptive lists, clothing accounts, requisitions, returns, reports, etc., and the preparation of quartermaster's and subsistence papers and accounts, special attention being devoted to the method of procuring and accounting for funds, rations, forage, fuel, etc., for a small command in the field.

As the time allotted to this subject is necessarily limited, officers should be required, as far as practicable, to prepare themselves for the course during the interval between the school years, for which purpose they may be detailed as assistants to post staff officers.

27. The subjects included in the regular course, with the period allotted to each subject, are as follows:

(a) *Infantry, Cavalry, Field Artillery, and Coast Artillery.*

FIRST SCHOOL YEAR.

Subject.	Period of instruction except as otherwise indicated herein.	Period of instruction for the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va.
1. Field Service Regulations and Rules of Land Warfare.	Nov. 1 to Dec. 23....	June 1 to July 25.
2. Administration.....	Jan. 3 to Jan. 30.....	July 26 to Aug. 25.
3. Drill Regulations (for Infantry, Cavalry, and Coast Artillery). Drill Regulations and Gunnery (for Field Artillery).	Jan. 31 to Mar. 5.....	Aug. 26 to Oct. 1.
4. Small-Arms Firing Manual (for Infantry and Cavalry). Field Artillery Materiel and Explosives (for Field Artillery). Infantry Drill Regulations (for Coast Artillery).	Mar. 6 to Mar. 30.....	Oct. 2 to Oct. 30.

(a) *Infantry, Cavalry, Field Artillery, and Coast Artillery—*
Continued.

SECOND SCHOOL YEAR.

Subject.	Period of instruction except as otherwise indicated herein.	Period of instruction for the Philippine Department and coast defenses of the South Atlantic Coast Artillery District south of Fort Monroe, Va.
1. Tactics.....	Nov. 1 to Dec. 23	June 1 to July 25
2. Military Law.....	Jan. 3 to Feb. 15	July 23 to Sept. 10
3. International Law.....	Feb. 16 to Mar. 30	Sept. 11 to Oct. 30

THIRD SCHOOL YEAR.

1. Military Field Engineering.....	Nov. 1 to Dec. 1	June 1 to July 5
2. Military Hygiene.....	Dec. 2 to Dec. 23	July 6 to July 30
3. Hippology (for Infantry, Cavalry, and Field Artillery). Seacoast Engineering (for Coast Artillery).	Jan. 3 to Feb. 15	July 31 to Sept. 10
4. Military Topography.....	Feb. 16 to Mar. 30	Sept. 11 to Oct. 30

(b) *Engineer officers serving with troops.*

[Course complete in one school year.]

Subject.	Period of instruction except in Philippine Department.	Period of instruction in Philippine Department.
1. Field Service Regulations and Rules of Land Warfare.....	Nov. 1 to Nov. 20	June 1 to June 25
2. Administration.....	Nov. 21 to Dec. 1	June 26 to July 10
3. Drill Regulations and Ponton Drill.	Dec. 2 to Dec. 23	July 11 to Aug. 2
4. Small-Arms Firing Manual.....	Jan. 3 to Jan. 15	Aug. 3 to Aug. 15
5. Military Law.....	Jan. 16 to Feb. 5	Aug. 16 to Sept. 5
6. International Law.....	Feb. 6 to Feb. 25	Sept. 6 to Sept. 25
7. Military Hygiene.....	Feb. 26 to Mar. 10	Sept. 26 to Oct. 10
8. Hippology.....	Mar. 11 to Mar. 30	Oct. 11 to Oct. 30

EXAMINATIONS.

(a) *In the preliminary course.*

28. In the preliminary course examinations will be required only in subjects which are not included in the regular course and, except for officers of Coast Artillery, will be held at such

times and under such regulations as the post commander may prescribe. Questions for examination in this course of officers other than those of Coast Artillery will be prepared under direction of the post commander. For officers of Coast Artillery the examinations will be held during the last 10 days of the school year.

29. The questions for the examination of Coast Artillery officers in the preliminary course will be prepared by the Coast Artillery School Board, and the examination papers will be marked as "satisfactory" or "unsatisfactory" by that board. The commanding officer of a Coast Artillery post will make application directly to The Adjutant General of the Army at least one month before the close of the school year for such number of sets of examination questions as may be needed at his post. The examination papers, when completed, will be forwarded by the post commander directly to the commandant of the Coast Artillery School.

30. When a Coast Artillery officer has been assigned to more than one battery during the school year he may elect the one on which he will be examined in the subject of Coast Artillery matériel. In the examination in electricity a set of questions will be sent upon application to the post commander, who will select a prescribed number pertaining only to electrical matériel to which the officer being examined has had access at the post.

31. The examination of a Coast Artillery officer who is required to repeat the course under the provisions of paragraph 16 of this order, or to whom a special examination or reexamination is granted by the post commander, will be held during the month immediately preceding the opening of the next school year.

(b) In the regular course.

32. In the regular course a written examination will be held in each subject on the last school day allotted thereto. The examination in military topography will include a road reconnaissance sketch and a position sketch to be made as soon as practicable after the written examination in that subject. In the examination in administration, officers will be permitted to consult general orders, Army Regulations, and manuals of the staff departments.

33. The questions for examinations, special examinations, and reexaminations will be prepared by the General Staff and transmitted by The Adjutant General of the Army to department commanders for distribution. The examination will take place in the presence of an officer designated by the post commander, who shall then appoint a board, to consist of three officers senior in rank to the student officers, to mark the examination papers. When in a coast defense command such a board can not be appointed by the coast defense commander by reason of scarcity of officers, the Coast Artillery district commander concerned is authorized to appoint the required board. If the findings of the board are not approved by the post commander, or if the officer being examined appeals from the approved findings, the entire proceedings will be forwarded to the department commander for final action.

The attainment of 75 per cent in the examination will be required for proficiency in any subject.

34. Where an examination board can not be convened as herein prescribed, the department commander will have the papers marked by a board convened at some other post. The commanding officer of the post so designated will act upon the proceedings of the board and return the papers with the proceedings.

35. When, through sickness or other cause beyond his control, an officer has not the opportunity to prepare himself properly in a subject, he may be excused by the department commander from examination therein.

36. When it is impracticable for an officer to be present on the day set for the regular examination, he may be authorized by the department commander to take a special examination on some other date.

37. If an officer is found deficient on examination in a subject, and it is satisfactorily established that the deficiency was due to unavoidable causes, he may be reexamined in the discretion of the department commander.

38. Within 30 days after the completion of the regular course in a subject, department commanders will make application to The Adjutant General of the Army for questions for special examinations and reexaminations, stating the approximate date or dates set for the examinations. In the Philippine Department applications for questions for special exami-

nations and reexaminations will be made to the commanding general, Philippine Department. Special examinations and reexaminations will be held during the school year, or during the month immediately following the close of the school, the examinations in any one subject being held, as far as practicable, on the same date at all posts or stations in a department.

CERTIFICATES OF PROFICIENCY.

39. Officers who have been declared proficient upon examination or reexamination in a subject, or who have acted as instructors during the entire period allotted to that subject, will be furnished with individual certificates of proficiency by their post commanders in the following form:

(Post.)

_____, 191 .

(Date.)

I certify that _____,
(Name and rank of officer.) (Regiment or corps.)
has completed the _____ garrison school course
(Regular or preliminary.)
in the subject of _____, and has been found proficient.

Commanding post.

40. Certificates will be prepared in triplicate, one copy to be furnished the officer named, one to be forwarded directly to The Adjutant General of the Army, and the third directly to the officer's regimental commander. In the case of an officer of the Organized Militia the third copy will be forwarded directly to the adjutant general of his State, Territory, or District.

REPORTS IN CASE OF DEFICIENCY.

41. If an officer is found deficient upon examination in a subject, an individual report will be made through military channels to The Adjutant General of the Army for note upon the officer's efficiency record. A copy of this report will be sent to the officer's regimental commander. If a reexamination is granted the officer in the subject and he is declared proficient no report of deficiency will be rendered.

EXEMPTION FROM EXAMINATION FOR PROMOTION.

42. Officers who have completed with credit the course in a subject will be exempt from professional examination therein for promotion to the grade next above that held by them at the date of the garrison school examination for the following periods:

(a) Those who obtain 95 per cent or more on examination, five years.

(b) Those who obtain 90 per cent or more on examination, three and one-half years.

In case a mark of 90 per cent or more in any subject is awarded an officer by the board detailed to mark the examination papers the commanding officer will forward the papers with the marks direct to the president of the nearest board convened for the examination for promotion of officers of the arm of the officer being examined.

The president of the board of examination for promotion will cause the examination papers and the marks to be reviewed. In case the review discloses the fact that, in the opinion of the board for examination for promotion the officer should receive a mark of 90 per cent or more, the president will prepare a certificate for each such officer setting forth the subject, the mark awarded, and a statement of the exemption to which such officer is entitled under this paragraph, and will sign the certificate. In case the review does not disclose that the officer being examined is entitled to 90 per cent or more, a statement to that effect will be furnished the commanding officer forwarding the papers. In either case all papers will be returned to the office from which received. The exemption herein authorized will not apply to officers of the Medical Corps nor to officers taking special examinations, reexaminations, or examinations in the preliminary course.

DISPOSITION OF EXAMINATION PAPERS.

43. Examination papers will be retained with the post records for a period of five years, when they will be destroyed under the direction of the post commander.

TEXTBOOKS.

44. The textbooks authorized as standards of instruction in the various subjects will be announced by the War Department.

POSTGRADUATE WORK.

45. Postgraduate work will be conducted at all military posts under the immediate direction of the post commander and will consist of:

(a) Tactical problems on the map, including map problems and map maneuvers (war game).

(b) Terrain exercises, including tactical walks and staff or tactical rides.

(c) Special studies by selected officers of important subjects bearing upon the military service, the subjects to be designated by the department commander upon recommendation of the post commander. For Coast Artillery officers these studies will include matters relating to the attack and defense of seacoast fortifications both by land and by sea.

(d) Coast Artillery War Game, as contained in pamphlet on that subject published as a War Department document, necessary material to be improvised at each post. Those officers of each coast defense who are familiar with this "War Game" will be utilized as instructors.

In the tactical problems on the map and terrain exercises the strength of the force assumed should not, as a rule, exceed a division.

46. All officers of the line of the Army below the grade of colonel not actually engaged as instructors or student officers in the garrison school course, preliminary or regular, will participate in the postgraduate work unless excused by the department commander. Instructors and student officers may, if they so desire, participate in postgraduate work where they can do so without interfering with the preliminary or regular course of instruction.

Officers engaged in special studies prescribed by paragraph 45 (c) may be excused from other postgraduate work in the discretion of the post commander.

47. Papers prepared by officers engaged in postgraduate work which are deemed to possess marked excellence may be forwarded by the department commander for the consideration of the Secretary of War.

48. When new drill regulations or manuals pertaining to the drill of any arm are adopted post commanders will see that the battalion, squadron, or fire commanders of their commands, of the arm concerned, who are directly responsible for the theoretical instruction of subordinates, take the action

necessary to insure the immediate instruction of their captains and lieutenants in the text adopted.

When new drill regulations are adopted certificates of proficiency in those superseded become void and therefore all captains and lieutenants, regardless of length of service, will take the next regular examination in this subject in the garrison school course.

Those who have certificates of proficiency in the superseded regulations are privileged but not required to attend the garrison school course in the new regulations. In the case of examination for promotion garrison school certificates of proficiency do not lapse or become void by the adoption of new drill regulations or manuals, but remain in force and entitle officers to exemptions for the full period as provided in paragraph 42 of this order.

ATTENDANCE OF OFFICERS OF THE ORGANIZED MILITIA.

49. In order to be eligible to attend a garrison school, officers of the Organized Militia must be recommended to the Secretary of War by the governors of their respective States or Territories, or by the commanding general of the District of Columbia Militia; must be citizens of the United States, not less than 21 nor more than 35 years of age, and not above the grade of colonel. They must have been members of the Organized Militia at least one year prior to making application; must be of sound health and of good moral character, and must have such educational qualifications as will enable them to participate profitably in the course of instruction.

50. Applications of officers of the Organized Militia to attend garrison schools, with the recommendations of the governors of their respective States or Territories or of the commanding general of the District of Columbia Militia thereon, must reach the War Department not later than September 1 of the year in which the officers desire to enter upon the course of instruction. The application in each case must be accompanied by the following papers:

(a) An affidavit of the applicant stating his age, citizenship, and length of service in the Organized Militia.

(b) An agreement signed by the applicant that in the event of his being authorized to attend and pursue the regular course of study at a garrison school he will be bound by and conform to the rules and regulations governing the school.

(c) A certificate of a medical officer of the Organized Militia, or of any physician of good standing, showing the physical condition of the applicant.

(d) A certificate of an officer of the Organized Militia above the grade of captain as to the moral character and educational qualifications of the applicant.

51. The details of officers to attend the garrison schools and the posts to which they are to report will be announced by the War Department about October 1 of each year. As far as practicable the officers will be assigned to posts where the school pertains to the arm of the service to which they belong. If the number of applicants be in excess of the number that can be accommodated at the schools designated, the number to be authorized from each State or Territory or from the District of Columbia will be in proportion to the strength of its Organized Militia.

52. Upon receipt of authority to attend a garrison school, an officer of the Organized Militia will report by letter for instructions to the commanding officer of the military post to which assigned. The officer will report in person at the post on the date designated by the commanding officer and will be admitted to the school without examination.

53. Officers of the Organized Militia attending garrison schools will pursue the regular course prescribed in this order for officers of the Army and will be furnished with certificates of proficiency in subjects satisfactorily completed by them. They can not be authorized to pursue the preliminary course nor to continue in attendance at the garrison schools after they have completed the regular course. While pursuing the regular garrison school course, they may be permitted to participate in the preliminary instruction and in postgraduate work where they can do so without interfering with their regular school work.

54. An officer of the Organized Militia found deficient in a subject may, in the discretion of the department commander, be reexamined. If the officer is deficient upon reexamination, or if he is not reexamined, a report will be made to The Adjutant General of the Army, with a view to the withdrawal of the authority for the officer to attend the school. Any officer of the Organized Militia showing neglect of his studies or a disregard of orders will, upon the recommendation of the department commander, be deprived of the privilege of further attendance at the school.

55. At the close of the school year officers of the Organized Militia attending garrison schools will be ordered to their homes by post commanders. Those officers who desire to continue the course during the next school year will report by letter, through proper militia channels, to the Chief of the Division of Militia Affairs not later than September 1.

56. Officers of the Organized Militia while actually attending and pursuing the regular course of study at garrison schools are entitled to the same allowances for travel, quarters or commutation of quarters, heat and light as are now provided by law for officers of corresponding grades in the Army. The allowance for subsistence will be at the rate of \$1 per day. They are not entitled to any of the above allowances while absent sick, or with or without leave, nor during the interval between school years.

57. The expense to the United States on account of officers of the Organized Militia attending garrison schools is limited strictly to the allowances specified in paragraph 56 of this order. Each officer must provide himself at his own expense with the proper uniforms of his State, Territory, or District and with the required textbooks.

58. Leave of absence of not to exceed 10 days in one school year may be granted an officer of the Organized Militia under the same rules and regulations, except as to pay and allowances, as are prescribed for officers of the Army. In case of sickness of the officer, such leaves may be extended by the department commander. All cases of absence without authority will be reported to the department commander for such action as he may deem appropriate. Officers of the Organized Militia are not required to report on days when no instruction is to be conducted.

59. The monthly account for commutation of quarters and subsistence and the quartermaster's vouchers for heat and light of officers of the Organized Militia pursuing the regular course at garrison schools will be accompanied by certificates of attendance signed by the post commanders. If the officer has attended all sessions of the school during the month, the certificate will so specify. If the officer has been absent during the month, the inclusive dates of such absence will be stated. The first account of the officer will also be accompanied by a copy of the authority under which he is attending the school.

60. At the close of the school the department commanders will submit to The Adjutant General of the Army a report of the work of each officer of the Organized Militia attending garrison schools in their departments. The report will include a recommendation as to whether or not the officer should be authorized to continue the course during the next school year.

III. SUPERVISION OVER POST AND GARRISON SCHOOLS.

61. Post and garrison schools are under the supervision of department commanders and their decisions on matters pertaining thereto are final. If a department commander is in doubt as to the proper interpretation of any of these regulations he may request a decision by the War Department. Department commanders will cause these schools to be inspected at such times and under such regulations as they may deem advisable. (*G. O. 70, 1910—1641082, A. G. O., as amended.*)

ARMY WAR COLLEGE.

119. Organization and work.—1. The organization and work of the Army War College will hereafter be regulated by the following provisions:

2. The purpose of the War College is to make a practical application of knowledge already acquired, not to impart academic instruction.

3. The objects of the War College are—

(a) The direction and coordination of military education in the Army and in civil schools and colleges at which officers of the Army are detailed under acts of Congress and the extension of opportunities for investigation and study in the militia of the United States.

(b) To provide facilities for and to promote advanced study of military subjects and to formulate the opinions of the college body on the subjects studied for the information of the Chief of Staff.

4. The personnel of the Army War College shall be in part permanent and in part temporary.

5. The permanent personnel shall consist of a president, to be assigned to that duty by the Secretary of War, and the officers for the time being of the War College Division, General Staff. Two directors and a secretary of the college shall be selected from the permanent personnel of the division.

6. The temporary personnel of the Army War College shall consist of such officers, not below the grade of captain, as may be detailed to that duty by the War Department.

7. The tour of duty of the temporary personnel of the Army War College will be for a period not to exceed 12 months, beginning on September 1 of each year.

8. The interior economy of the War College shall be regulated by the president and directors, subject to the approval of the Chief of Staff. (*G. O. 116, 1907—1247413, A. G. O., as amended by Par. II, G. O. 104, 1908—1247413 A, A. G. O., and Par. II, G. O. 76, 1910—1247413 B, A. G. O.*)

120. Detail of officers.—The following rules will govern the detail of officers at the Army War College:

1. Selections for the detail will be made by the Chief of Staff, under the procedure hereinafter set forth, from available officers who may desire to take the course at the college. The total number of officers detailed in any year will not exceed 30, and the number detailed from the different arms, corps, and departments will not exceed 13 from the Infantry, 7 from the Cavalry, 3 from the Field Artillery, 3 from the Coast Artillery, 2 from the Corps of Engineers, and 1 from the permanent personnel of the staff departments. In addition, the Navy Department will be invited to designate 1 officer of the Navy and 1 officer of the Marine Corps to pursue the course.

2. Officers desiring to take the course will make application for detail to The Adjutant General of the Army through military channels in time to reach The Adjutant General's Office not later than January 1 of the year in which they desire to take the course. A list of the names of the applicants will be submitted to the president of the Army War College for consideration and recommendation.

3. Of the officers selected, graduates of the Army Staff College, who have had not less than two years' service with their arm or corps since graduation from the Army Staff College, will be considered eligible without further examination as to their qualifications.

4. Of the remaining applicants considered there will be selected a sufficient number, who will be notified to prepare themselves for a written examination to be held during the month of April. The scope of this examination will be announced in bulletins. Examination papers will be furnished the selected

officers at the proper times, together with necessary instructions. On the completion of the examination, the papers will be returned to The Adjutant General for reference to the president, Army War College, for consideration and recommendation to the Chief of Staff as to the fitness or unfitness of the applicants as shown by these examinations. Except as specified in section 3, selections for detail to the Army War College will be made from those officers who pass a satisfactory examination.

If at any time, not earlier than December 1 of each college year, any officer pursuing the course at the Army War College shall be deemed unfitted for any reason to continue the course and shall be so reported by the faculty, he will upon recommendation of the president, Army War College, be relieved from duty at the college forthwith. (*G. O. 13, 1914—2130186, A. G. O.*)

ARMY SERVICE SCHOOLS, FORT LEAVENWORTH, KANS.

121. Regulations.—The following regulations govern The Army Service Schools at Fort Leavenworth, Kans.:

1. The group of schools established at Fort Leavenworth, Kans., now consisting of The Army School of the Line as the basic school, The Army Staff College, The Army Signal School, The Army Field Engineer School, and The Army Field Service and Correspondence School for Medical Officers as special affiliated schools, will be known as The Army Service Schools, which will constitute one of the units of administration at the post of Fort Leavenworth.

2. The object of The Army Service Schools is the better preparation of the mobile army for war.

COMMANDANT.

3. There shall be detailed as commandant of The Army Service Schools an officer of grade not lower than that of brigadier general, especially selected for the duty and detailed in orders from the War Department.

ASSISTANT COMMANDANT.

4. The senior line officer of the staff of the schools on duty thereat will be the assistant commandant of The Army Service Schools.

The assistant commandant of The Army Service Schools will be charged with the immediate administration of the schools.

SECRETARY, THE ARMY SERVICE SCHOOLS.

5. The secretary of The Army Service Schools, an officer of grade not lower than that of captain, will be the custodian of the records of all the schools, will disburse the money allotted by the War Department for the support of the schools, and will be responsible for the property of the schools. He will be assisted by such officers and enlisted men and civilians as may be deemed necessary by the commandant of The Army Service Schools.

I. THE ARMY SCHOOL OF THE LINE.

6. This school will be known as The Army School of the Line. Its object is the instruction of specially selected officers from the line of the Army in the proper methods to be employed in the leading and care of troops in time of war and their training in time of peace.

7. The assistant commandant of The Army Service Schools will be also the director of The Army School of the Line.

STUDENT OFFICERS.

8. Selections of student officers will be made as follows:

(a) One officer of grade not lower than that of captain and of not less than five years' commissioned service from each regiment of Cavalry, Field Artillery, and Infantry serving within the limits of North America and the Hawaiian Islands and such other officers as are hereinafter specified. Officers will not be detailed from regiments serving or about to serve in the Philippine Islands, but in lieu thereof additional officers may be detailed from regiments of the same arm which have most recently returned or are about to return from Philippine service to home stations; but not more than five officers will be detailed from the Field Artillery for any one class.

(b) The commanding officer of each regiment of Cavalry, Field Artillery, and Infantry serving within the limits of North America and the Hawaiian Islands will submit directly to The Adjutant General of the Army, not later than January 1 of each year, the names of two officers (one as principal and the other as alternate) recommended for instruction at the

school. From the officers thus recommended selections will be made by the Secretary of War.

In making recommendations of officers for detail as students at The Army School of the Line, regimental commanders will comply with the provisions of Circular No. 13, War Department, 1908, and paragraph 122, this compilation, and with each of the following requirements:

That an officer who is on detached service and will have been absent from his regiment for more than two years at the time of the beginning of the annual session of the school (September 1) will not be considered available for detail by the War Department and will not be designated.

That an officer who has heretofore been graduated at The Infantry and Cavalry School will not be designated.

That regimental commanders will ascertain before designation whether the detail is desired, and that no officer will be designated who does not desire the detail.

That where no qualified officer in the regiment desires the detail, that fact will be reported and none designated.

That no officer will be designated until he first shall have passed a physical examination at his post and been found by the medical officer or officers to be in good health, and that no officer suffering from any disease of the eye will be designated.

The certificate of a medical officer as to the designated officer's physical condition will in all cases accompany the regimental commander's recommendations.

(c) In a similar manner the Chief Signal Officer of the Army may annually recommend one permanent officer of his corps, and the Chief of Coast Artillery may recommend annually three officers of the Coast Artillery Corps, with the same limitations as to grade and length of service.

The officers finally selected to attend The Army School of the Line will be announced in orders from the War Department.

RULES GOVERNING ATTENDANCE AND EXAMINATION OF MILITIA OFFICERS FOR ADMISSION.

9. A militia officer in order to be eligible for the course of instruction at the school must be not less than 21 nor more than 35 years of age and not above the grade of colonel. He must be of sound health, of good moral character, and a citizen of the United States. He must have been a member of

the Organized Militia at least three years and must have such preliminary educational qualifications as will enable him to participate profitably in the course of instruction. No married militia officer will be admitted to the school without the special authority of the Secretary of War.

10. Militia officers desiring to attend the school must be nominated to the Secretary of War by the governors of their respective States or Territories or by the commanding general of the Militia of the District of Columbia not later than January 1 of each year, and in each case the nomination must be accompanied by an affidavit of the nominee stating whether he is married or single, his age, citizenship, and length of service in the Organized Militia, and agreeing, in case the course is once entered upon, to attend and pursue the course of study at the school and be bound by and conform to the rules and discipline imposed by its regulations; a certificate of a medical officer of the Organized Militia, or of any other physician in good standing, showing the physical condition of the nominee; and a certificate from the commanding officer of his regiment or other satisfactory person as to his good moral character and preliminary educational qualifications.

11. Militia officers who have complied with the foregoing regulations and who may be selected by the Secretary of War as candidates will be authorized to report at posts nearest their homes on the second Tuesday in July for preliminary examination. The physical examination will first be conducted. If a candidate be found physically deficient, a report in the case will be made at once to The Adjutant General of the Army by telegraph, and no further examination will be conducted without special authority from the Secretary of War.

12. If the physical examination be satisfactory, the candidate will then be examined in the following general educational subjects:

- (a) Writing.
- (b) Orthography.
- (c) Grammar.
- (d) Arithmetic (Wentworth's or its equivalent).
- (e) Geography (with special reference to the United States).
- (f) History of the United States (Barnes's or its equivalent).
- (g) Algebra, to quadratic equations (Wentworth's or its equivalent).

(h) Plane geometry (Wentworth's or its equivalent).

(i) Plane trigonometry (Wentworth's or its equivalent).

In lieu of this examination a graduating diploma from a high school or other educational institution of recognized standing whose curriculum embraces the subjects in question will be accepted.

13. The candidate will then be examined in the following military subjects, the textbooks being indicated:

(a) Administration: Army Regulations (omitting Articles L, LII, and LXXVII to end).

(b) Manual of Guard Duty.

(c) Drill Regulations (of the arm).

(d) Provisional Small-Arms Firing Manual.

(e) Field Service Regulations.

(f) Military law: Military Law, Davis. Manual for Courts-Martial.

(g) International law: International Law, Davis (omitting Chapters V, VI, VII, VIII, XI, XV, and appendices).

(h) Hippology: Horses, Saddles, and Bridles, Carter (1906).

(i) Military hygiene: The Elements of Military Hygiene, Ashburn.

In lieu of examinations in any of the foregoing subjects certificates of proficiency from garrison schools in such subjects will be accepted.

14. The examination will be written, will take place in the presence of a designated officer, and the questions will be prepared by the staff of The Army Service Schools. At the close of the examination candidates will return to their homes. The examination papers will be forwarded to the commandant, who, after having them marked by a board consisting of three officers, will report to The Adjutant General of the Army the names of those who have passed successfully. From the names thus submitted the selection of militia student officers will be made by the Secretary of War. The examination papers in each case will be filed with the records of The Army Service Schools.

15. The expense to the Government on account of militia officers attending the school is limited strictly to travel allowances, quarters or commutation of quarters, heat, light, and commutation of subsistence. The travel allowances consist of the mileage or transportation allowed by law. Commutation of quarters or allowance of quarters in kind will be the same

as provided by law for officers of the Army of corresponding grades and similarly situated. The allowances for subsistence will be at the rate of \$1 per day. Militia officers are entitled to quarters or commutation of quarters, and commutation of subsistence only while they are actually in attendance at the school and pursuing a course of study. They are not entitled to any allowances while absent on either ordinary or sick leave.

16. The method of granting sick and ordinary leaves of absence to militia officers will be the same as that prescribed in Army Regulations, as limited by this order, for officers of the regular establishment. Sick leaves will be limited to 30 days and ordinary leaves to 10 days within any one school term for militia officers.

17. Each militia officer must provide himself, at his own expense, with the proper uniforms of his State, Territory, or District, and with the required textbooks. The course will require the entire time of the student, so that no outside occupation during the school term will be practicable.

18. The course of instruction for militia officers will be the same as that for officers of the Army, and they will, upon graduation, be classified in the same manner. They will receive certificates of proficiency in such subjects as have been satisfactorily completed by them and will be eligible, if their class standing is sufficiently high, for selection as students at The Army Signal School or The Army Staff College. Militia graduates of The Army School of the Line or The Army Field Engineer School, recommended for The Army Staff College or The Army Signal School for the following year, will be authorized, by direction of the Secretary of War, to proceed to their homes. If subsequently detailed by the War Department to take the course for which recommended, they will be authorized to proceed to Fort Leavenworth at the proper time.

19. Militia officers will be subject to the rules governing examinations and proficiency prescribed in paragraphs 23 to 28, inclusive. Any militia officer showing neglect of his studies or a disregard of orders will, upon the recommendation of the academic board, approved by the commandant, be deprived of the privilege of further attendance at the school.

20. When a militia officer is graduated at the school the fact of his graduation will be reported by the commandant to the governor of his State or Territory or to the commanding

general of the Militia of the District of Columbia, who will also be notified in regard to the positions in the militia for which the officer is considered qualified.

21. The names of militia graduates will also be reported to The Adjutant General of the Army and will be entered in the register in The Adjutant General's Office, in accordance with section 23 of the act of Congress approved January 21, 1903, as being well, or especially well, qualified for such commands or duty as may be recommended by the academic board, approved by the commandant.

COURSE OF STUDY.

22. The course of study will be embraced in three departments, as follows:

- I. The department of military art.
- II. The department of military engineering.
- III. The department of military law.

I. *Military art.*

The course will comprise the following subjects or fields of inquiry:

(a) *Troops in campaign.*—Organization, field orders, marches, camps, supply, and the care of troops in the field. Instruction in sanitation and the care of troops to be given by the Army Field Service and Correspondence School for Medical Officers.

Instruction by conferences, lectures, and practical problems.

(b) *Tactics.*—Of the single arm and of the arms combined. Instruction by conferences, lectures, demonstrations, and practical work in map problems, terrain exercises, tactical rides, and maneuvers on the map and in the field.

(c) *Weapons and munitions of war.*—Instruction by conferences, lectures, and practical demonstrations relating to modern military weapons and munitions and their employment in war.

(d) *Military history.*—Instruction by conferences and lectures.

(e) *Hippology and equitation.*—Instruction by lectures, discussions, and practical demonstrations.

Practical instruction in equitation (not considered in determining class standing).

(f) *Lectures and discussions on questions of current military interest* (not considered in determining class standing).

(g) *Conduct of war*.—Instruction by conferences and practical problems.

II. *Military engineering.*

Instruction in military engineering will be given by the Army Field Engineer School. The course will comprise theoretical and practical work in the following subjects:

(a) *Military topography, map reading*.—The principles and practice involved in the use of all classes of maps for military purposes.

Instruction by conferences and practical examinations, and by studies of terrain, assisted by the staff class.

(b) *Military topography, surveying*.—The principles and practice involved in the making of topographical surveys, with special reference to subsequent instruction in sketching.

Instruction by conferences, field practice under the staff class as instructors, and field problems.

(c) *Military topography, sketching*.—The principles and practice involved in the rapid making of individual road, outpost, position, and place sketches, and their combination and reproduction.

Instruction by lectures, conferences, field practice under the staff class as instructors, and field problems.

(d) *Field engineering*.—The making and handling of engineering devices to facilitate or hinder the operations of troops in the field.

Instruction by conferences, lectures, and demonstrations.

(e) *Field fortification*.—The theory and application of the principles of field fortification, with special reference to its relation to tactics.

Instruction by conferences, lectures, and the solution and discussion of field and map problems involving the location and preparation of defensive positions.

III. *Military law.*

The course will comprise the following subjects. Instruction will be given by conferences, lectures, and study of cases:

(a) *Elements of law*.—Law in general and the relation of military and martial law thereto.

(b) *Criminal law*.—With special reference to military tribunals.

(c) *Law of evidence*.—With special reference to military tribunals.

(d) *Practical exercises*.—Applying the principles of law to the procedure of military tribunals and to military administration generally.

EXAMINATIONS.

23. Proficiency and class standing of student officers will be determined only by thorough examination in theoretical work and tests in practical work. To be declared proficient in any subject of the course of study a student officer must obtain not less than 75 per cent of the maximum value assigned to that subject. If the subject is divided into theoretical and practical parts, he must obtain not less than 75 per cent in each, and if the practical part consists of two or more distinct classes of work he must obtain not less than 75 per cent in each class.

24. The division of a subject of the course of study into theoretical and practical parts, and of the latter into distinct classes, will be regulated by the academic board with the approval of the commandant.

25. In the theoretical part of a subject the final examination will be held as soon as practicable after the completion of that part. Any student officer absent from such examination on account of sickness or other cause will be examined as soon as practicable after his return to duty, the examination being similar to, but not identical with, the one from which he was absent.

26. In the practical part of a subject the test will consist of a series of exercises or problems sufficient in number and scope to determine the degree of proficiency of student officers in that part; any student officer not completing such series on account of sickness or other causes will be averaged on the marks he has received on that portion of the series completed by him, provided he has completed not less than 50 per cent of the work prescribed for the series and not otherwise; and, provided further, if such practical part consists of two or more distinct classes of work, that he shall be averaged separately on each class in which he has completed not less than 50 per cent of the work. When a student officer, through no fault of

his own, has failed to complete 50 per cent of any series or class of exercises or problems, and is thus prevented from attaining an average as prescribed herein, such exercises or problems will be given him as the academic board may prescribe for the purpose of determining his proficiency and standing.

27. A student officer failing to obtain 75 per cent in an examination in the theoretical part of a subject will be reexamined in that part as soon as practicable, but such reexamination will determine only the question of proficiency, his order of merit or standing in the class being determined by the mark made at the original examination. If he fails to obtain 75 per cent in the practical part or any class of the practical part of a subject, he will not be entitled to a reexamination therein and will be declared deficient.

28. If a student officer is found deficient upon reexamination in the theoretical part of a subject or makes less than 75 per cent in any class of the practical part, he will be reported as deficient to the War Department, with a statement as to the cause of failure as determined by the academic board, with a view to his being relieved from duty at the school: *Provided*, That if the commandant and academic board are satisfied that the said officer has done his utmost to master the subject he may (in order to afford him opportunity to complete the remainder of the course) be permitted to continue with his class until it is graduated.

RECORD, ARRANGEMENT, AND PUBLICATION.

29. For record at the school and at the War Department the class, upon graduation, will be arranged in order of merit and graded as follows:

(a) Honor graduates: Those graduates from the head of the class down in regular order, and not exceeding five, who receive the recommendation of the academic board, approved by the commandant. They will be borne upon the Army Register as "honor graduates" of The Army School of the Line.

(b) Distinguished graduates: Those (exclusive of honor graduates) who receive the recommendation of the academic board, approved by the commandant, for detail to the Army Staff College. They will be designated in the Army Register as "Distinguished Graduates, The Army School of the Line, 19—."

(c) Graduates: Those who have obtained at least 75 per cent in all the examinations or reexaminations and tests prescribed above. They will be borne upon the Army Register as "graduates" of The Army School of the Line.

30. For publication, the honor graduates may be arranged according to merit in a separate list, but all other graduates will be arranged alphabetically in two lists, one of distinguished graduates and the other of graduates.

SPECIAL SCHOOLS.

I. THE ARMY STAFF COLLEGE.

31. This college will be known as The Army Staff College. Its object is to train the selected graduates of The Army School of the Line for the more important staff duties with large commands in time of war.

32. The assistant commandant of The Army Service Schools will be also the director of The Army Staff College.

STUDENT OFFICERS.

33. Selections of student officers will be made as follows:

(a) They will be detailed annually, by the War Department, from the highest graduates of the latest class of The Army School of the Line who receive the recommendation of the academic board, approved by the commandant, and who desire to take the course: *Provided*, That an officer once detailed to The Army Staff College, and through sickness or War Department orders is prevented from completing the course, may be redetailed as a member of a succeeding class, upon the recommendation of the academic board, approved by the commandant.

(b) With the exceptions noted under (c) of this paragraph, no officer of the Army will be detailed for instruction in The Army Staff College who has not been graduated at The Army School of the Line with a standing as high as No. 18, exclusive of militia officers, and no militia officer will be eligible for admission to the college unless he has been graduated at The Army School of the Line with a percentage as high as that of the regular officer lowest in class standing who has qualified in accordance with the foregoing. No officer will be detailed for instruction in The Army Staff College

without the recommendation of the academic board, approved by the commandant.

(c) In addition to the students who become eligible under (a) and (b) of this paragraph, there may be detailed annually by the War Department, upon the recommendation of the academic board, approved by the commandant, not to exceed two graduates of The Army Field Engineer School, who may so desire, to receive instruction in The Army Staff College. To become eligible for such detail graduates of The Army Field Engineer School must attain a percentage in the course in military art as high as the student officer graduating No. 18 in that course of The Army School of the Line.

(d) The student body of The Army Staff College shall be arranged into two (2) sections, as follows: 1. Based upon special qualifications or lack of qualifications for the elective subjects of either course, to be determined by the academic board, the preference of individuals being considered as far as practicable. 2. By transfer, by the academic board, in the early part of the course.

COURSES OF STUDY.

34. Courses of study will be embraced in five departments as follows:

Compulsory course: Department of Military Art. Department of military engineering. Department of military law.

Elective course: Department of languages. Department of staff supply.

I. *Military art.*

The course will comprise the following subjects or fields of inquiry:

(a) Staff duties: To include duties of the General Staff, supply, and administration. Instruction by lectures and conferences and practical problems.

(b) Tactics: Instruction by lectures and conferences. Map problems and terrain exercises, tactical and staff rides, and maneuvers on the map and ground. Practice in criticising and umpiring practical exercises in The Army School of the Line and The Army Field Engineer School. Practical demonstrations of the uses of all means afforded by the Signal Corps for gaining information and furnishing lines of information

in the theater of operations, including balloons, wireless and ordinary telegraph, telephones, etc., in conjunction with field exercises.

(c) *Military history*: Instruction by lectures and conferences and if practicable by an historical ride.

(d) *Strategical and tactical cooperation of the Army and Navy*: Lectures on modern navies and naval warfare, with special reference to cooperation with an army. These lectures will be given, when practicable, by an officer of the United States Navy.

(e) *Care of troops*: Instruction in the care of troops will be given by The Army Field Service and Correspondence School for Medical Officers as called for by the schedule of The Army Staff College, approved by the commandant.

II. *Military engineering.*

Instruction in military engineering will be given by The Army Field Engineer School. The course will comprise practical work in the following subjects:

(a) *Military topography, sketching.*—The making of rapid individual, road, position, outpost, and place sketches; combined road and position sketches; the organization and direction of sketching and surveying parties covering large areas, and the methods of combining the resulting sketches; photographic and mechanical processes for reproduction of maps and drawings; assisting in the instruction of The Army School of the Line in the practical work in military topography.

Instruction by lectures, demonstrations, and field problems:

(b) *Fortification.*—The principles and application of field, provisional, and permanent fortifications and the attack and defense of fortified places.

Instruction by lectures and by field and map problems in the location and preparation of defensive positions and in fortress warfare.

III. *Military law.*

The course will comprise the following subjects, instruction to be given by conferences, lectures, study of cases, and original research:

Military government and martial law, the laws of war, and the military in aid of the civil authorities.

IV. *Languages.*

The course of instruction in languages will be elective for the student officer and will comprise instruction in French, German, Spanish, or any other foreign language in which it may be practicable to give instruction: *Provided*, That no student officer will be permitted to elect one of these languages unless he has a satisfactory knowledge of Spanish, to be determined by the senior instructor, department of languages. The course in each language will comprise instruction in reading, writing, and speaking, with a special view to acquiring a conversational knowledge of the language. Instruction will be given by conferences, lectures, and conversational practice.

V. *Staff supply.*

(a) Staff administration and supply: Going into details as to the lines of communication and base, their organization, etc., with reference to supply work.

(b) Mechanical traction: Including study of gasoline engines and practice with motor trucks.

(c) Movements by rail and over sea.

(d) Law: Having particular application to the duties of administration and supply.

(e) Military and commercial geography.

(f) Animals and vehicles—draft and saddle animals: Purchase, inspection, training, and conservation of green animals. Animal endurance in saddle, draft, and pack. Vehicles, traction and packing. Forage and feeding. Transportation of animals by rail and over sea. Organization and management of horse depots. Veterinary hygiene.

(g) Supplies and fiscal administration: Furnishing, purchasing, inspection, care, and issue. Returns and accountability.

EXAMINATIONS.

35. There will be no examinations in The Army Staff College. Should any student officer neglect his studies or other military duties, he will, upon the recommendation of the academic board, approved by the commandant, and by authority of the Secretary of War, be relieved by the commandant from duty at The Army Staff College and be sent forthwith to join his regiment or corps.

RECORD, ARRANGEMENT AND PUBLICATION.

36. For record at The Army Staff College and at the War Department, the members of the class, upon satisfactory completion of the course, will be designated as graduates. The term "graduate" will signify that the student officer has attained a proficiency in all of his work satisfactory to the academic board.

In all published lists the names of the graduates will be arranged in alphabetical order.

II. THE ARMY SIGNAL SCHOOL.

37. This school will be known as The Army Signal School. Its object is: (1) To prepare officers of the Signal Corps for the better performance of the duties of their profession, to provide instruction in signal duties for such officers of the line as may be designated therefor, and to make research and practical experiments in such subjects as relate to the duties of the Signal Corps. (2) To supplement the instruction given in The Army School of the Line and The Army Staff College along the special technical lines of the Signal Corps as called for by the schedules of the latter schools, having especially in view the relation of the Signal Corps to the whole Army and the function it fulfills in time of war.

38. There will be detailed a field officer of the Signal Corps to report to the commandant of The Army Service Schools for duty as director of The Army Signal School.

STUDENT OFFICERS.

39. Selections of student officers will be made as follows:

(a) The Chief Signal Officer of the Army may submit to The Adjutant General of the Army not later than January 1 of each year, the names of not less than two nor more than five officers holding permanent or detailed appointments in the Signal Corps for instruction in the school.

(b) Also there may be detailed such officers of the rank of captain, first lieutenant, or second lieutenant of over five years' service, from the Army at large as may make application to The Adjutant General of the Army and receive the recommendation of the commandant of the Army Service Schools, or who may come under the provisions of paragraph 103 of this order, provided that the total number of officers

thus to be detailed under (a) and (b), exclusive of militia officers, shall not exceed 15; also such signal officers of the Organized Militia as may apply for entrance, subject to the provisions of paragraphs 9 to 21, inclusive, excepting paragraph 13 of this order.

The officers finally selected to attend the Army Signal School will be announced in orders from the War Department.

EXAMINATION OF MILITIA OFFICERS FOR ADMISSION.

40. The following will be substituted for the examination in military subjects as set forth in paragraph 13:

(a) Administration. (Consult especially the following paragraphs, Army Regulations 1913: 13, 14, 15, 16, 18, 57, 76, 77, 80, 83, 134, 135, 138, 190, 193, 194, 197, 203, 740, 779, and 1556 to 1564, inclusive.)

(b) Manual of Guard Duty.

(c) Manual for Courts-Martial.

(d) Field Service Regulations (Part II, Articles I, II, IV, and VI.)

(e) Provisional Drill Regulations for Signal Corps Troops, 1911.

In lieu of examinations in any of the foregoing subjects certificates of proficiency from garrison schools in such subjects will be accepted.

COURSE OF STUDY.

41. The course of study will be embraced in three departments, as follows:

I. The department of signal engineering.

II. The department of topography.

III. The department of languages.

I. *Signal engineering.*

The study of this subject will be divided into two parts, theoretical and practical.

Theoretical instruction will be conducted by means of lectures, recitations from the authorized manuals and textbooks, technical conferences, and written problems, and will comprise the following subjects or field of inquiry:

(a) Fundamental laws of electricity and principles of electrical engineering.

- (b) Electrical signaling.
- (c) Visual signaling.
- (d) Aeronautics.
- (e) Tactical relations of signal troops.
- (f) Fire-control equipment for Artillery.
- (g) Telegraph lines and submarine cables.
- (h) Gas and oil engines.
- (i) Photography.
- (j) Codes and ciphers.

Practical instruction will consist of laboratory, photographic, and aeronautical work and exercises in the field.

The laboratory course will embrace instruction in making fundamental electrical measurements and in the operation, repair, and maintenance of various instruments and appliances used by the Signal Corps, such as buzzers, telephones, various forms of telegraphs, and wireless apparatus.

In visual signaling instruction will be given in the use of flags, heliographs, acetylene lanterns, rockets and bombs, field glasses and telescopes.

The aeronautical course will embrace practical instruction as far as possible in packing, unpacking, and assembling balloons and flying machines, the manufacture and transportation of hydrogen gas, inflation of balloons, operation of motors, and ascensions.

Instruction will be given in operating gasoline and oil engines.

The practical instruction in photography will consist of the taking, developing, and printing from negatives under field conditions.

The field exercises will embrace the use of the various instruments and appliances used for military signaling in all its branches and in the solution of field problems. Preparatory to the solution of field problems, lectures will be given on divisional tactics and map problems solved involving the employment of signal troops.

II. *Topography.*

The course will comprise theoretical and practical work in military topographical sketching as follows:

(a) For student officers, graduates of The Army School of the Line: Supervision of the practical work of the student officers not graduates of The Army School of the Line; prac-

tice in the rapid making of individual road, position, outpost, and place sketches.

Instruction by field problems.

(b) For student officers not graduates of The Army School of the Line: The principles and practice involved in the rapid making of individual road, outpost, and position sketches.

Instruction by conferences, field practice under the graduates of The Army School of the Line, and field problems.

Instruction in topography will be given by The Army Field Engineer School.

III. *Languages.*

The course in languages will be subject to the provisions of Section IV, paragraph 34, this order; will comprise the study of the Spanish, French, German, or such other foreign languages as may be taught in the course of languages in The Army Staff College. Instruction in languages will be given by the department of languages, The Army Staff College.

Theses.

42. Each student officer will prepare a thesis on some professional subject approved by the director of The Army Signal School and submit the same in the required form prior to June 15 of each year.

Technical conferences.

43. There will be conducted in connection with The Army Signal School, under the general supervision of the director, a series of technical conferences for the presentation of original papers and for report, criticism, and discussion of papers pertaining to military field signaling or signal engineering procured from current military journals or other available sources.

The student officers and the signal troops connected with The Army Signal School will be used to cooperate as far as possible with the department of military art of The Army School of the Line, The Army Field Engineer School, and The Army Staff College in furnishing military lines of information of all kinds required in terrain exercises, maneuvers, and staff or tactical rides, to the end that the student officers of all these institutions may obtain the maximum benefit from the exercises prescribed.

EXAMINATIONS.

44. Any student officer of this school whose progress in any of his studies is not satisfactory to the academic board will be examined therein under the provisions of the rules governing examinations and proficiency prescribed in paragraphs 23 to 28, inclusive.

RECORD, ARRANGEMENT AND PUBLICATION.

45. For record at the school and at the War Department the members of the class, upon the satisfactory completion of the course, will be designated as graduates. The term "graduate" will signify that the student officer has attained a proficiency in all of his studies satisfactory to the academic board or has obtained at least 75 per cent in each of those subjects in which he has been examined or reexamined.

In all published lists the names of the graduates will be arranged in alphabetical order.

They will be borne upon the Army Register as graduates of The Army Signal School.

III. THE ARMY FIELD ENGINEER SCHOOL.

46. This school will be known as The Army Field Engineer School. Its object is: (1) The instruction of officers of the Corps of Engineers and of engineer officers of the Organized Militia in their military duties. (2) To furnish such instruction in military engineering as the schedules of the other schools comprising The Army Service Schools may call for.

47. There will be detailed a field officer of the Corps of Engineers to report to the commandant of The Army Service Schools for duty as director of The Army Field Engineer School.

STUDENT OFFICERS.

48. Selections of student officers will be made as follows:

(a) The Chief of Engineers will submit to The Adjutant General of the Army, not later than January 1 of each year, the names of not less than 2 nor more than 10 officers of the Corps of Engineers, of grade not below that of captain, for instruction in the school.

(b) There may also be detailed such engineer officers of the Organized Militia as may apply for entrance, subject to

the provisions of paragraphs 9 to 21, inclusive, excepting paragraph 13 of this order.

The officers finally selected to attend The Army Field Engineer School will be announced in orders from the War Department.

EXAMINATION OF MILITIA OFFICERS FOR ADMISSION.

49. The following will be substituted for the examination in military subjects as set forth in paragraph 13:

(a) Administration. (Consult especially the following paragraphs, Army Regulations, 1913: 6, 9, 13, 14, 15, 16, 18, 57, 76, 77, 80, 83, 134, 135, 138, 190, 193, 194, 197, 203, 214, 226, 227, 232, 444, 446, 448, 740, 762, 779, and 1493 to 1510, inclusive.)

(b) Manual of Guard Duty.

(c) Manual for Courts-Martial.

(d) Field Service Regulations (Part II, Articles I, II, III, and IV).

(e) Manual of Field Engineering, Beach (Chapters I-X, inclusive).

(f) Topographical Surveying and Sketching, Rees (Chapters I, II, III, and XV, omitting analytical solutions).

In lieu of examinations in any of the foregoing subjects certificates of proficiency from garrison schools in such subjects will be accepted.

COURSE OF STUDY.

50. The course of study will be embraced in two departments, as follows:

I. The department of military engineering.

II. The department of military art.

I. Military engineering.

The study of this subject will be both theoretical and practical. Theoretical instruction will be by lectures, conferences upon assigned lessons, and written examinations. Practical instruction will be by problems and terrain exercises.

The course will comprise the following subjects and fields of inquiry:

(a) Military map making, with especial reference to large areas.

- (b) Organization, duties, and equipment of engineer troops.
- (c) Field fortification, including mining and demolitions.
- (d) Engineering works on lines of communication.
- (e) Castrametation.

II. Military art.

The study of this subject will be in all respects identical with the study of the same subject in The Army School of the Line and will be conducted under the direction of the director and instructors of that school. Student officers of The Army Field Engineer School will be graded in the military-art course in the same manner as student officers of The Army School of the Line.

Theses.

51. Each student officer will prepare a thesis on some professional subject approved by the director of The Army Field Engineer School and submit the same in the required form prior to June 15 of each year.

EXAMINATIONS.

52. Any student officer of this school whose progress in any of his studies is not satisfactory to the academic board will be examined therein under the provisions of the rules governing examinations and proficiency prescribed in paragraphs 23 to 28, inclusive.

RECORD, ARRANGEMENT AND PUBLICATION.

53. For record at the school and at the War Department the school, upon graduation, will be arranged in order of merit as follows:

(a) Honor graduates: Those graduates from the head of the class down in regular order who have obtained 95 per cent or over in military engineering (including the thesis), and whose standing in military art is equal to or better than that of the student of The Army School of the Line of that year who graduates fifth in the course in military art, and who receives the recommendation of the academic board, approved by the commandant. They will be borne upon the Army Register as "Honor graduates of the Army Field Engineer School."

(b) Graduates: All other student officers who have completed the course satisfactorily, to do which each must have obtained at least 75 per cent in each of those subjects in which he has been examined or reexamined. These shall be borne upon the Army Register as "Graduates of the Army Field Engineer School."

IV. THE ARMY FIELD SERVICE AND CORRESPONDENCE SCHOOL FOR MEDICAL OFFICERS.

54. This school will be known as The Army Field Service and Correspondence School for Medical Officers.

It will consist of two parts: One, The Field Service School for Medical Officers, at which attendance in person for the pursuance of a graded course of study is required; the other, The Correspondence School, wherein answers and solutions to such questions and problems as may be sent to designated medical officers, at their posts or stations, are required. Its object is—

In The Field Service School:

(a) To instruct officers of the Medical Corps and medical officers of the Organized Militia in their duties as administrative and staff officers on field service and to make research into such subjects as may concern medical officers under field conditions.

(b) To give such technical instruction to students in the other schools as the schedules of those schools, approved by the commandant, may call for.

In The Correspondence School:

(c) To afford opportunity for such wider elementary instruction in the methods and purposes of military plans and movements as will enable medical officers of the Regular Army better to fulfill their duties in the field and to prepare them to participate to better advantage as students in actual attendance at The Field Service School for Medical Officers.

55. There will be detailed a field officer of the Medical Corps, to report to the commandant of The Army Schools, for duty as director of The Army Field Service and Correspondence School for Medical Officers.

PERIOD OF INSTRUCTION.

56. The course of instruction in The Field Service School for Medical Officers will cover a period of not less than six weeks between April 1 and May 15 of each year.

STUDENT OFFICERS.

57. Selection of student officers will be made as follows:

(a) The Surgeon General will submit to The Adjutant General of the Army not later than January 1 of each year the names of not less than four nor more than eight officers of the Medical Corps whom he recommends for detail for instruction in this school.

(b) Medical officers of the Organized Militia who may apply for entrance and whose admission may receive the approval of the Secretary of War, not to exceed a total of six in any one session, may also be detailed for instruction in the school, subject to the provisions of paragraphs 10, 15, 17, 18, 19, 20, and 21 of this order.

The officers finally selected to attend The Army Field Service School for Medical Officers will be announced in orders from the War Department.

COURSE OF STUDY.

58. The course of study will be conducted under The Field Service School for Medical Officers, The Army Staff College, and The Army Field Engineer School. Its details will be prepared by the director of The Army Field Service and Correspondence School for Medical Officers, in cooperation with the directors of The Army Staff College and The Army Field Engineer School, subject to the approval of the commandant. In a general way, its scope will be as follows:

Under The Field Service School for Medical Officers the course will comprise:

(a) General sanitary organization and organization of sanitary detachments, units, and formations; sanitary equipment and supply; the transportation of sick and wounded; weapons, ranges, and positions; tactical use of the sanitary service in war; the sanitary service of the line of communication and the base; hospital trains and ships; the use of the Red Cross and other voluntary aid associations.

Instruction will be by lectures, conferences, problems, terrain exercises, tactical rides, and the practical use and direction of field sanitary units.

(b) The civil sanitary function of the Medical Department in occupied territory.

Instruction will be by conferences and problems.

Under The Army Staff College:

Organization and administration of troops in the field; orders; the elementary principles of tactics; staff administration and supply.

Instruction will be by lectures, demonstrations, tactical and staff rides, and maneuvers on map or terrain.

Under The Army Field Engineer School:

(a) Military topography, map reading: The principles and practice involved in the use of all classes of maps for military purposes.

(b) Military topography, sketching: The principles and practice involved in the rapid making of simple road and position sketches.

Instruction will be by lectures, conferences, and field practice.

CERTIFICATES OF PROFICIENCY.

59. Student medical officers who complete the course satisfactorily will receive certificates setting forth that fact.

NEGLECT OF DUTY.

60. Should any student officer neglect his studies or other military duties, he will, upon recommendation of the academic board, approved by the commandant, and by authority of the Secretary of War, be relieved by the commandant from duty at The Army Field Service and Correspondence School for Medical Officers and sent forthwith to join his proper station.

REPORT ON QUALIFICATIONS.

61. At the end of the course of instruction the director will report upon the qualifications of each student officer for the performance of the administrative duties of the sanitary service in the field.

This report will be forwarded by the commandant, with such remarks in the case as he deems proper, to The Adjutant General of the Army for file with the personal record of the officer concerned.

CORRESPONDENCE COURSE.

62. There will be detailed by the War Department, upon recommendation of the Surgeon General, not to exceed 30 officers of the Medical Corps of the Regular Army to take the correspondence course each year.

63. The questions, problems, etc., forming this course of instruction will be prepared by the director of The Army Field Service and Correspondence School for Medical Officers under the direction of the commandant.

64. The commandant of The Army Service Schools will furnish copies of the questions to be answered and problems to be solved to each of the officers designated to take the course. For this purpose a list of the officers nominated by the Surgeon General will be furnished the commandant prior to the beginning of the course. Copies of the questions and problems will then be transmitted by the commandant to each officer through the commanding general of the division in which he may be serving.

SPECIAL COURSES.

65. With a view to enlarging the usefulness of The Army Service Schools and to promote uniformity of instruction in the Army, not to exceed 20 officers will be detailed to pursue a special course in tactics between January 1 and April 1 of each year.

66. To be eligible for this detail officers must be of grade not lower than that of major and not less than 45 years of age.

67. Such officers as are to be detailed for this special course will be selected by and announced in orders from the War Department.

68. The course of instruction will be prepared by the director of The Army Staff College, and will be under his immediate direction. Instruction will be given by the various schools and departments of The Army Service Schools in accordance with the schedule for the special course, as approved by the commandant.

69. Upon completion of the course the commandant will make a special report to be forwarded to The Adjutant General of the Army for file with the records of the officers.

GENERAL REGULATIONS FOR THE GOVERNMENT OF THE ARMY SERVICE SCHOOLS.

POST ADMINISTRATION.

70. Such of the officers and enlisted force with their equipment on duty in the garrison or at the schools, Fort Leavenworth, Kans., as may be deemed necessary by the commandant, will be available for the practical instruction of student officers.

71. The commandant will order the expenditure of such authorized quantities of ammunition for field guns, machine guns, and small arms as may be deemed necessary for instruction at The Army Service Schools.

DISCIPLINE.

72. The schools and college will be governed by the rules and discipline prescribed for military posts and by their own special regulations. Matters pertaining to them and to the course of instruction will be subject exclusively to control of the War Department, and all communications for officers on duty with the schools will be sent through the commandant directly and not through division headquarters.

PERSONNEL AND STAFF.

73. The personnel of the schools will consist of all officers, enlisted men, and civilian employees on duty thereat. The staff will consist of all officers not students on duty thereat, other than the commandant and his personal aids.

THE COMMANDANT.

74. The commandant will see that the work of The Army Service Schools is coordinated and that cordial cooperation is maintained at all times.

75. He is authorized to convene the academic board for consideration of any matters affecting The Army Service Schools or of a single school which is a constituent part of The Army Service Schools. At such session the senior officer present will preside.

76. He will apply to The Adjutant General of the Army for the detail of officers for duty at the schools and will assign them to duty as assistant commandant, directors, instructors, and secretary, as may be necessary.

77. On the 31st of August of each year he will make a report upon the schools and college, setting forth their progress and such changes as are deemed desirable to promote further progress and improvement. This report, as also the appended reports of the directors, librarian, and secretary and disbursing officer, will embody the statistical information heretofore included in annual reports.

78. He will furnish annually, for use in the office of the Chief of Staff and of the president of the Army War College, bound volumes containing the record of each student officer of the schools and college, as reported to The Adjutant General of the Army under the provisions of paragraph 99.

79. Upon the completion of the course of instruction at the end of the school year he is authorized, unless limited by special instructions, to grant to the officers and men under his control the same leaves of absence and furloughs as department commanders are authorized to grant under provisions of Army Regulations. But during the course of instruction he will not, without the authority of the Secretary of War, grant leaves of absence to officers involving absence from duty, except in cases of emergency, and then only for a period not exceeding 10 days at any one time.

80. He will make application to the War Department for such articles of engineer, ordnance, and signal property as may be necessary.

ACADEMIC BOARD.

81. The academic board will supervise the methods of instruction and work in the several departments and schools, the preparation of annual reports and schedules, assist the commandant in coordinating the courses of instruction, and securing uniformity in publications of the schools.

82. There will be but one academic board for The Army Service Schools. It will consist of the commandant, the assistant commandant, the directors of the various schools which constitute The Army Service Schools, and the senior instructors of the department of military art, languages, and law of The Army School of the Line. The secretary of The Army Service Schools will be the secretary of the academic board. He will be the custodian of the records of the board, but will have no vote. A majority of the academic board will constitute a quorum for the transaction of business, but no action

or recommendation of the academic board will be final until approved by the commandant. All deliberations, discussions, and individual votes will be confidential.

CORRESPONDENCE.

83. All official correspondence relating to the schools from officers on duty therewith will be addressed to the secretary.

LIBRARY.

84. The librarian, under the direction of the commandant, will be charged with the administration and interior economy of the library.

85. He will be responsible for the books and other property therein and will render an annual report thereof to the secretary.

86. There will be a library committee for the schools and college, consisting of the secretary, the librarian, and one other officer designated by the commandant from among those belonging to the staff of the schools and college. Subject to the approval of the commandant, this committee will be charged with the preparation of regulations for the administration and interior economy of the library and with the selection of books to be purchased therefor.

INSTRUCTORS AND STUDENT OFFICERS.

87. The directors of the various schools will be assisted by such number of senior instructors and instructors assigned to the several departments of those schools by the commandant as may be required.

88. When practicable instructors will be senior in rank to student officers but whether senior or junior, instructors while in the execution of their duty will be accorded the respect due to their position.

89. The personnel of the schools and college will be exempt from all ordinary staff duties and garrison routine, from court-martial duty (except in case of necessity), from such drills and ceremonies as are not included in the course of instruction, and, in general, from all duties which would interfere with the performance of their functions in connection with the schools and college.

90. Details for instruction as student officers will, except as above specified, cover one year, from the 15th of August to the 14th of the following August, inclusive, and officers detailed for instruction will report in person to the commandant not later than the 15th of August of each year.

FOREIGN STUDENT OFFICERS.

91. Foreign officers attending the schools or college will be supplied with all the facilities and enjoy all the privileges accorded to other student officers, but they will not be marked or graded in any way.

INSTRUCTION.

92. The course of instruction at the schools, except as otherwise provided in this order, will be included in one term beginning on the 1st of September (unless that date falls on Saturday or Sunday, in which case the term will begin on the following Monday) and ending on the 30th of June following. Staff rides or visits to battle fields for student officers who have just been graduated at The Army Staff College may be conducted between the date of graduation and the 14th of August, and during this period, except that part consumed in the staff ride or visit to a battle field, these officers may be detailed by direction of the Secretary of War for duty at field maneuvers or camps of instruction. Such instructors as may be necessary will be detailed to accompany the class on its staff ride or visit to a battle field.

93. Exercises in instruction will be held daily, except Saturdays, Sundays, holidays, and the period from December 24 to January 1, both inclusive. Saturday forenoons may be used when necessary to maintain the regular yearly schedule in the different departments.

94. All instruction will be strictly in conformity with principles laid down and customs observed in official publications of the War Department and authorized textbooks.

95. To facilitate practice of topographical reconnaissance and the conduct of field exercises on unfamiliar ground, the commandant may, in his discretion, by use of facilities at hand and available at military posts, take the personnel of the schools and college into temporary camps.

96. The allotment of time for instruction in each department of the schools and college and for equitation and physical exercise during the winter months and in inclement weather, the assignment of values to the different subjects in the course of instruction, and the methods of conducting and marking practical work and examinations, subject to the limitations of the foregoing paragraphs, will be regulated by the academic board with the approval of the commandant and will be published by the latter for the information of all concerned; but no material changes in the total amount of time allotted any department, or in the courses of instruction, or in the character of practical work, or in the methods of instruction and marking in practical work and examinations, will be made without the approval of the Secretary of War.

GRADUATION.

97. A student officer who passes successfully through the entire course of instruction in The Army School of the Line, The Army Signal School, The Army Field Engineer School, or The Army Staff College will receive a diploma setting forth his proficiency and also a certificate of proficiency covering all subjects completed by him during the course, and his name will be borne thereafter upon the Army Register as a graduate thereof. Diplomas will be signed by the commandant and by the academic board. Officers who have been unable to complete the entire course will receive certificates of proficiency in such subjects as they have completed satisfactorily.

98. At the end of the term the academic board will report upon the qualifications of each student officer for The Army School of the Line, The Army Staff College, The Army Signal School, and The Army Field Engineer School and will state the professional employments for which he appears to be well or especially well qualified. These reports, together with a report of the marks and standing of each student officer in The Army School of the Line, will be forwarded by the commandant with such remarks in the case of each student officer as he deems proper to The Adjutant General of the Army for file with the personal record of the officer concerned. The commandant will also send a copy of each student officer's school record to his regimental commander or, in the case of a staff officer, to the chief of his corps or department.

MISCELLANEOUS.

99. Upon graduation of the classes the commandant will also make a special report to The Adjutant General of the Army showing how each graduate should be borne upon the register in pursuance of these regulations.

100. After the standing of the student officers in The Army School of the Line and The Army Field Engineer School has been determined, the academic board will convene to recommend officers for detail for instruction in The Army Staff College for the following year. These recommendations will be forwarded by the commandant, with his own action thereon, to The Adjutant General of the Army. Entrance to The Army Staff College from The Army School of the Line and The Army Field Engineer School will be accorded student officers in order of their graduation as far down the class (arranged according to merit) as they shall be recommended by the academic board, approved by the commandant, subject to the restrictions of paragraph 33, and their arrangement into sections for compulsory or elective courses shall be made as provided in paragraph 33. Said recommendation and approval, however, will not be withheld from any officer and given to one below him in order of graduation except on account of moral deficiencies or defects in habits or disposition sufficiently serious to render him markedly unsuitable for staff service. Whenever the recommendation of the academic board or the approval of the commandant is thus withheld, the reason for such action will be stated clearly in each case, giving details of such misconduct or defects as are relied upon to justify the withholding of said recommendation or approval.

101. Any graduate of The Army School of the Line, with the approved recommendation of the academic board, may take the course in The Army Signal School. Applications from officers of The Army School of the Line to take the course in The Army Signal School will be submitted to the commandant not later than May 1, each year.

102. Upon completion of the course of instruction in The Army School of the Line and The Army Field Engineer School the commandant may retain at the post, with a view to their detail for instruction in The Army Staff College and the Army Signal School, such officers as may have received corresponding recommendations by the academic board approved by the

commandant, awaiting the issue of orders by the War Department in their cases.

103. Unless otherwise instructed the commandant will, upon the completion of the courses of instruction, relieve all student officers of the Regular Army (except those designated for instruction in The Army Staff College and The Army Signal School for the following year) from duty at Fort Leavenworth and order, by authority of the Secretary of War, those whose stations are in the United States or Alaska to join their proper stations, and those whose stations are in the Philippine Islands or Hawaii to arrange for transportation with the Quartermaster General and report at San Francisco, Cal., in time to take the first Army transport which sails thereafter. All student officers of the Organized Militia will be relieved and authorized, by order of the Secretary of War, to proceed to their respective homes.

104. The commandant may also, at their own request or upon expiration of detail, relieve from duty members of the staff of the schools and college and issue the necessary orders in each case as authorized above.

105. Upon the recommendation of the academic board the commandant may, with the approval of the Secretary of War, retain graduates of The Army Staff College on duty at the schools and college and assign them to duties specified in paragraph 76 of this order, but no graduate of The Army Staff College will be so retained on such duty for a longer period than two years without the special authority of the Secretary of War in each case. Under the same conditions and limitations graduates of The Army Signal School and The Army Field Engineer School may be retained for assignment to duty therein.

106. The commandant shall furnish to The Adjutant General of the Army and to all headquarters, commanding officers, and others interested in or affected by such changes copies of all orders issued by him, pursuant to authority contained in these regulations changing the official status of officers. (*G. O. 128, 1911, as amended—1292404 C, A. G. O.*)

122. Selection of officers for detail to Army School of the Line.—Selection for detail to the Army School of the Line should be limited to officers of known ability, experience, fine record, and proved scholarly attainments as long as officers of

this type are available who desire the detail. No officer should be selected who does not desire the detail.

The question as to whether an officer is a graduate of West Point or the contrary should be given no consideration whatever in making selections for this detail. A nongraduate of West Point should not be deprived of the opportunity to graduate from the School of the Line, provided he has the mental qualifications necessary to cause his instruction there to benefit the service and has shown himself worthy of the detail by having been conspicuous for attention to duty and efficiency therein. On no other ground can a West Pointer or anyone else lay claim to the detail. The officers who are not graduates of West Point might be detailed with advantage to the service, the training of "comparatively uninstructed officers" constitutes no part whatever of the proper functions of the School of the Line. Garrison schools have been instituted for this express purpose and the accomplishment of the objects sought in the School of the Line is entirely inconsistent with the pursuit of any such purpose therein.

A regimental commander must unavoidably be the judge of his own officers; no way is known by which he can avoid the responsibility of selection; in case of doubt as to the ability and qualifications of several candidates for the detail who are considered about equally worthy, a regimental commander can generally make a safe decision by giving it, first, to the one with longest service and, second, to the one with least detached service.

As indicated above, the question of whether an officer is a graduate or nongraduate of West Point should be given no consideration whatever. Rank, service, and individual qualification should govern. The War Department can not stamp with special approval any particular rule laid down by a regimental commander for his own guidance, but it should be clearly and distinctly understood by all:

1. That the function of service schools is to promote especially the best interests of the service, not those of individuals, except as these are incidentally promoted in promoting those of the Government;

2. That they are not maintained to remedy deficient military educational opportunities in the past or to train that class of officers which is thought to most need training;

3. That garrison schools have been established for these purposes; and

4. That although affording equal opportunity to all officers may be very desirable, it may be impossible to do so in this connection and at the same time adhere to the purpose for which service schools for the mobile army were established, namely, to promote the best interests of the service by affording to the most promising officers therein opportunity for instruction in the higher duties of their profession.

That it would be more equitable to afford equal opportunity to all officers of equal worth and ability may be acknowledged, but under present conditions this may not be possible, and until conditions so change as to make it practicable selection must be made by regimental commanders in accordance with principles laid down for their guidance by proper authority. (*Cir. 13, 1908—1334436, A. G. O.*)

COAST ARTILLERY SCHOOL.

123. Regulations.—The following regulations govern the special service school at Fort Monroe, Va.:

1. This school will be known as the Coast Artillery School. Its object is to enlarge the field of instruction of the garrison schools for Coast Artillery officers by advanced courses of study and practical training in the technical duties of their profession, to amplify the military education of specially selected officers in order to prepare them for the more important positions in the Coast Artillery, and to fit them for the course at the Army War College and to educate and train specially selected enlisted men for the higher grades in the Coast Artillery noncommissioned staff.

ORGANIZATION.

2. The organization of the school will be as follows:

Officers' division.—Department of Artillery and Land Defense: Regular course, advanced course. Department of Engineering and Mine Defense: Regular course, advanced course.

Enlisted men's division.—Department of Enlisted Specialists: Electrical course, Artillery course, clerical course, radio course.

The regular course for officers will be completed in one school year and will include the instruction in both depart-

ments of the Officers' division. The advanced course will also be completed in one school year and will include the instruction in both departments. In addition to the foregoing, special courses in ballistics and explosives will be arranged, for either of which officers may be detailed for a period of not more than one year. Each of the courses for enlisted men will be completed in one school year.

3. The personnel of the Coast Artillery School will consist of a commandant, a secretary, a librarian, three directors of departments, and such instructors, student officers, and enlisted men and troops as may be assigned to it for duty or instruction by orders from the War Department.

4. The general administration of the school will be intrusted to the commandant, who will be especially selected for the duty and detailed in orders from the War Department. The commandant of the school shall also command the coast defenses of Chesapeake Bay; in his absence the senior Coast Artillery officer on duty at Fort Monroe performs his duties. Such of the officers and so much of the enlisted force with the equipment of the several organizations on duty at the post as may be deemed necessary by the commandant will be available for the practical instruction of student officers.

5. The commandant will make application to The Adjutant General of the Army for such articles as may be required for the school, and will submit to him annually as soon as practicable after the end of the calendar year a report setting forth the progress and needs of the school and such changes as are deemed desirable to promote further progress and improvement.

6. The commandant will direct the expenditure of such quantities of material as may be authorized and necessary for the purposes of instruction.

7. The funds appropriated for the support of the school and for the purchase of school property will be disbursed on vouchers approved by the commandant.

8. Upon the completion of the course of instruction at the end of each school year and in the absence of special instructions, the commandant is authorized to grant to officers leaves of absence not to exceed one month and to enlisted men furloughs or delays not to exceed one month. During the course of instruction the commandant will not grant leaves of absence to officers involving absence from duty without the

authority of the Secretary of War except in cases of emergency, and then only for a period of not exceeding 10 days.

9. Copies of all orders issued by the commandant, pursuant to authority contained in these regulations, changing the official status of officers, will be furnished to The Adjutant General of the Army, to all headquarters, commanding officers, and others interested in or affected by such changes.

THE SECRETARY.

10. The secretary of the school will be custodian of the records, books, and property of the school, disbursing officer of the school funds, recorder of the school board, and will be in command of the Coast Artillery School detachment. He will promulgate the orders of the commandant.

THE LIBRARIAN.

11. The school library will be maintained separately and apart from the post library. There will be a library committee for the school consisting of the school board and the librarian. Subject to the approval of the commandant, this committee will be charged with the preparation of regulations for the administrative and interior economy of the library and with the selection of books to be purchased therefor. In case of loss or damage to any book, periodical, map, or other property belonging to the school, the person responsible for such loss or damage will reimburse the United States by the payment of the actual value of the article or cost of repairs. The amount to be paid will be assessed by the librarian, and his action, when approved by the commandant, will be final. The librarian will be a member of the school board during the deliberations on publications that are under the supervision of the school board.

DIRECTORS, INSTRUCTORS, AND STUDENT OFFICERS.

12. The directors of departments, instructors, and student officers will be exempt from all ordinary staff duties, garrison routine, court-martial duty (except in case of necessity), such drills and ceremonies as are not included in the course of instruction, and, in general, from all duties that would interfere with the performance of their school duties. Enlisted men assigned for special instruction will be excused from routine garrison duty.

13. When practicable instructors will be senior in rank to student officers, but, whether senior or junior, instructors while in the execution of their duty will be accorded the respect due to their position.

14. Property purchased for the special use of any department will be accounted for by the director of that department. Semiannually and when relieved he will render returns therefor to the commandant.

THE SCHOOL BOARD.

15. A school board to consist of the commandant and the directors of departments will arrange the courses of instruction as to subjects, methods, and allotment of time; prescribe the character and scope of the final examinations; supervise the publication of the Journal of the United States Artillery and of Artillery Notes; investigate and report upon such technical Artillery subjects as may be referred to it by the War Department; and determine finally all questions of proficiency of students: *Provided*, That no action of the board that changes the regulations or courses of instruction shall be final until approved by the Secretary of War. The board will meet at such times as the commandant may direct. The deliberations of the board will be confidential and its decisions, until duly published, will also be confidential.

OFFICERS' DIVISION.

Student officers.

16. In the regular course the student officers will consist of such officers from the Coast Artillery Corps as may be designated in orders from the War Department.

17. At the close of the school year the school board will recommend to The Adjutant General of the Army for the advanced course those officers in the regular course who have qualified for the advanced course. When practicable the officers so recommended, and such additional officers as may be recommended by the Chief of Coast Artillery, will be detailed to take the advanced course.

Attendance of militia officers.

18. Officers of militia Coast Artillery organizations may attend the school under regulations identical with those pro-

viding for attendance of militia officers at the service schools at Fort Leavenworth, Kans., except that they will not be required to undergo an examination in hippology.

COURSES OF STUDY.

19. The regular and advanced courses for officers embraced by the two departments will be as follows:

I. Department of Artillery and Land Defense.	Regular course.....	<ul style="list-style-type: none"> (1) Coast Artillery matériel. (2) Gunnery. (3) Artillery defense. (4) Land defense. (5) Explosives.
	Advanced course....	<ul style="list-style-type: none"> (1) Artillery defense, advanced. (2) Land defense, advanced. (3) Explosives, advanced.
II. Department of Engineering and Mine Defense.	Regular course.....	<ul style="list-style-type: none"> (1) Electrical engineering. (2) Mechanical and steam engineering. (3) Submarine mining.
	Advanced course....	<ul style="list-style-type: none"> (1) Electrical engineering, advanced. (2) Mechanical and steam engineering, advanced.

20. The object of the advanced and special courses will be to amplify for specially selected officers the instruction and work of the regular course, with a view to improving their qualifications as instructors, preparing them for duty at the Army War College, and fitting them for the duties of the general staff of an army.

21. The courses of instruction will comprise practical exercises, problems, research, conferences, and lectures.

22. In the regular course partial examinations will be held from time to time. These, with the practical exercises and problems, will determine a student's standing and whether or not he shall take a final examination.

23. In the advanced course the same general method of instruction will be followed, but there will be no examinations. If any student officer in the advanced course neglects his duties, the director of the department will report such officer to the commandant; his case will be considered by the school board, and, should the board so recommend, his name will be forwarded to The Adjutant General of the Army, and he will be relieved from duty at the school by authority of the Secretary of War.

24. Books used in the departments will be for reference and courses of reading.

25. During courses, as a part of them, and in connection with the subject in hand, approved lectures will be delivered from time to time by Army and Navy officers and civilians, and approved visits for purposes of study will be made by student officers to fields of campaign and positions of battle, to warships in course of construction and in commission, to powder and guncotton factories, to electrical and cable works, and to power plants.

26. The outline of the courses of study for officers will be as follows:

I. Departments of Artillery and Land Defense.

Regular course.

(1) *Coast Artillery matériel.*—Guns; mortars; carriages; emplacements; ammunition; fire-control apparatus.

(2) *Gunnery.*—Principles and applications of ballistics; seacoast engineering as applied to Artillery defense; sub-caliber practice; battery service practice; battle command service practice.

(3) *Artillery defense.*—Forms of naval attack; warships; places to be defended; nature, extent, and disposition of armament; organization; battle tactics.

(4) *Land defense.*—Minor tactics as applied to the attack and defense of coast forts; organization; topography and sketching; fortifications; field engineering; shelter and sanitation.

(5) *Explosives.*—Practical laboratory works and problems involving fundamental chemical principles; examination, study, and tests of explosives; demolitions; explosives for submarine mines.

Advanced course.

(1) *Artillery defense, advanced.*—Fortification; organization; battle tactics; service of security and information; cooperation of Army and Navy; military history.

(2) *Land defense, advanced.*—Minor tactics; organization; supply; shelter; sanitation; field fortification; field engineering; plans for national defense; duties of the general staff.

(3) *Explosives, advanced.*—Practical laboratory work and problems; experimental firing to illustrate effect on detonation of varying physical surroundings; manufacture of and specifications for explosives.

Special course in ballistics.

Exterior ballistics; the principle and secondary problems; accuracy and the theory of errors; the calculation of constants, including the coefficient of form and the drift constant; classification of trajectories; deduction of empirical formulas; practical work in setting up, adjusting, and using ballistic machines; interior ballistics; relation of maximum pressure to charges; mode of combustion of powder and its relation to pressures; characteristics of a powder; variations; recoil.

Special course in explosives.

Tinning and galvanizing wire used in cable manufacture; analysis of oils; analysis of rubber compounds; gas analysis; special investigations on explosives.

II. Department of Engineering and Mine Defense.

Regular course.

(1) *Electrical engineering*.—Theory of electricity and magnetism; batteries, primary and secondary; electrical instruments and measurements; switchboards and power distribution; testing cables and installations; fire-control apparatus, care and operation; installation and maintenance of submarine fire-control cables and the maintenance and the making of ordinary repairs of electrical equipment in seacoast fortifications; searchlight operation; direct-current generators and motors—principles, operations, simple tests.

(2) *Mechanical and steam engineering*.—Shafting, belting, lubricants; boilers and accessories, care and operation; steam engines, care and operation; oil and gasoline engines, care and operation; examination, tests, and uses of oils.

(3) *Submarine mining*.—Mine apparatus; loading, planting, operating, and maintaining mines.

Advanced course.

(1) *Electrical engineering, advanced*.—Fire-control apparatus and searchlights, experimentation, operation, and plans for installation; direct-current system of power distribution; complete tests of machinery; plans for installation; alternating currents; fundamental problems; instruments and measurements; alternating system of current distribution; com-

plete tests of apparatus; plans for installation; wireless telegraphy and telephony.

(2) *Mechanical and steam engineering, advanced.*—Thermodynamics of the steam engine; boilers and accessories, complete test; steam engines, complete test; internal-combustion engines, complete test; power-plant installation; economics of power-plant operation; calorific value of fuel; analysis of chimney gas.

(3) *Mine defense.*—Testing mine apparatus; mining and mine projects with their relation to all other elements of the defense.

EXAMINATIONS.

27. Examinations will be held as soon as practicable after the close of instruction in each subject under such rules as the school board may prescribe, and the practical exercises and problems must be identical for all student officers taking the examinations.

28. In case a student officer can not be examined at the regular time, owing to sickness or other cause, he will be examined as soon as practicable after return to duty. For this deferred examination the practical exercises and problems will be similar to those given at the regular examination.

29. The attainment of 75 per cent of the maximum will be considered a satisfactory examination.

30. An officer declared deficient in any subject may apply at once, in writing, for a reexamination, and such reexamination, if authorized by the school board, will be held with as little delay as practicable.

31. Officers unable to complete the entire course will be furnished with certificates of proficiency, signed by the commandant, in those subjects successfully completed.

GRADUATION.

32. An officer who passes successfully through the entire course of instruction in either the regular course or the advanced course will be furnished with a diploma setting forth his proficiency.

33. For record at the school and at the War Department the class in the regular course will be arranged as follows:

(a) Honor graduates: Those recommended by the school board from the head of the class down in regular order and

not exceeding five. They will be designated in the Army Register as "Honor graduates, Coast Artillery School, 191—."

(b) Distinguished graduates: Those who, in addition to the honor graduates, are recommended as qualified to take the advanced course. They will be designated in the Army Register as "Distinguished graduates, Coast Artillery School, 191—."

(c) Graduates: Those who, in addition to the honor graduates and distinguished graduates, have successfully completed the course. They will be designated in the Army Register as "Graduates, Coast Artillery School, 191—."

34. For publication the names of honor graduates, distinguished graduates, and graduates will be arranged alphabetically upon three separate lists.

35. For record at the school and at the War Department the class in the advanced course upon graduation will be designated as follows:

Graduates: Those who have successfully completed the advanced course. They will be designated in the Army Register as "Graduates, advanced course, Coast Artillery School, 191—."

36. For publication the names of all graduates of the advanced course will be arranged alphabetically upon one list.

37. Officers graduated from the Coast Artillery School will be exempt from professional examinations for promotion to the grade next above that held by them at graduation in all subjects covered by their diplomas for the following periods:

(1) Regular course—

(a) Honor graduates, five years.

(b) Distinguished graduates, four years.

(c) Graduates, three years.

(2) Advanced course graduates, six years.

38. The commandant will forward to The Adjutant General of the Army at the close of each school year a report of the standing of members of the officers' classes.

ENLISTED MEN'S DIVISION.

39. The outline of the courses for enlisted men embraced in the department of enlisted specialists will be as follows:

(1) *Electrical course*.—Fundamental principles of electrical knowledge and their application; use of electrical measuring instruments and devices; generators and motors, alternating

current and direct current; cable testing and general line work; construction, operation, and upkeep of fire-control system and the making of all ordinary repairs to electrical equipment in seacoast fortifications; installation and maintenance of submarine fire-control cables; telephones and storage batteries; searchlights; interior and exterior wiring, cable splicing, repair work; radio telegraphy and telephony; machine-shop practice and principles of power-plant operation.

(2) *Artillery course*.—Mathematics to include algebra, plane geometry, plane trigonometry and logarithms; seacoast engineering; surveying and topography; photography and photoprinting; Artillery matériel, position finding, and range tables; construction of war-game matériel and instruction in the mechanical operation of the devices used; mechanical drawing, chart making, and tinting; machine-shop practice, including use of hand and machine tools.

(3) *Clerical course*.—Stenography and typewriting; correspondence to include preparation of official papers, briefing, indexing, and filing; general office training and practical work.

(4) *Radio course*.—Mathematics to include plane trigonometry; fundamental principles of electrical instruments and devices; generators and motors, alternating current and direct current; storage batteries and gas engines; radio telegraphy and telephony, both theoretical and practical, including installation and maintenance of radio apparatus.

40. Students in the department of enlisted specialists will consist of the following: Such candidates for appointment to the grades of master gunner, electrician sergeant, second class, sergeant major, junior grade, and such candidates for radio operator as may be designated by the War Department; such master electricians, engineers, electrician sergeants, master gunners, sergeants major, and firemen as may be designated by the Secretary of War; and, in addition, on the recommendation of the Chief of Coast Artillery, such enlisted men holding a certificate of proficiency in any course and awaiting appointment to the grade for which they have qualified as may be designated by the Secretary of War to take any of the prescribed courses of study therein.

41. Any master electrician, engineer, electrician sergeant, master gunner, sergeant major, or fireman who has been designated to take a prescribed course of study at the school

and fails to complete such course to the satisfaction of the school board will be discharged from the service for the convenience of the Government and will not be eligible for appointment to or reenlistment in the grade held by him at the time of his discharge.

42. In order to be eligible for a course of instruction, an enlisted candidate shall have had at the commencement of the course elected at least one and one-half years' continuous service in the Coast Artillery Corps or the Coast Artillery School Detachment.

43. A candidate for the electrical course must be practically familiar with one or more classes of machinery, apparatus, or equipment pertaining to the power and electrical installation of a coast-defense command; a candidate for the Artillery course must be familiar with the use of the position-finding apparatus of a coast-defense command; a candidate for the clerical course must have had sufficient clerical work to have demonstrated his ability for this class of duty; a candidate for the radio course must be a reliable man of excellent character. Each candidate will satisfy his commanding officer of his ability to pursue successfully the course of study prescribed.

44. A candidate for either the electrical, Artillery, or clerical course, if he is stationed in the United States, will make application to his coast-defense commander on or before July 1 for permission to attend the school; a candidate stationed in the foreign possessions will make such application on or before May 1. A candidate for the radio course, if he is stationed in the United States, will make application to his coast-defense commander on or before July 1 for the course commencing the following January and on or before January 1 for the course commencing the following July; if stationed in the foreign possessions, he will make such application two months earlier than above indicated. As soon as the coast-defense commander has received all applications from men of the coast-defense command, he will request directly from the commandant, Coast Artillery School, the proper number of sets of examination papers. Before admission to the school a candidate who complies with the conditions stated above will be examined, in writing, under the direction of his commanding officer, in the presence of a commissioned officer, upon the questions furnished by the school and prepared by the school board.

45. Examinations for the electrical, Artillery, and clerical courses will be held in the United States on September 1 and in the foreign possessions on August 1. For the radio course commencing on July 1 the examinations will be held in the United States on March 1 and in the foreign possessions on February 1. For the radio course commencing on January 1 the examinations will be held in the United States on September 1 and in the foreign possessions on August 1. Upon the completion of examinations all papers, with the applications of candidates, will be sent directly to the commandant, Coast Artillery School, each application to bear indorsements from the company, fort, and coast-defense commanders stating the qualifications of the candidate and whether he has the character and reliability essential to the grade for which he would be eligible upon satisfactorily completing the school course.

46. On October 1 the commandant will forward to The Adjutant General of the Army his recommendations as to the candidates to be selected for the courses to commence the first part of January, and on April 1 for the course commencing the first part of July. No candidate will be selected for a radio course unless he will have at least one year to serve after completing the course which he desires to take.

47. The candidates finally selected for the electrical, Artillery, and clerical courses will be ordered to report at the school on the 1st day of January following their examination. Upon receipt in the coast defenses in which they are serving of the order designating the successful candidates who are to attend the school, these men will be immediately discharged from the service for the convenience of the Government, and will on the date following that of discharge be reenlisted for the organizations to which they belonged; their discharge papers will not be delivered to them until they shall have reenlisted. The candidates selected for the radio course will be ordered to report to the school as follows: Those examined on February 1 in the foreign possessions and March 1 in the United States, on the 1st day of July following their examination; those examined on August 1 in the foreign possessions and September 1 in the United States, on the 1st day of January following their examination.

48. Candidates for admission to the electrical course will be examined in the following subjects: (a) Arithmetic; (b) algebra, to include simple exercises (not problems) and the

solution of equations of the first degree containing two unknown quantities; (c) elementary steam engineering; (d) elementary electricity and its practical applications; (e) elementary power transmission. For admission to the Artillery course candidates will be examined in: (a) Arithmetic; (b) algebra, to include simple exercises (not problems) and the solution of equations of the first degree containing two unknown quantities. For admission to the clerical course candidates will be examined in: (a) Penmanship; (b) orthography; (c) arithmetic, to include common and decimal fractions, percentage, and proportion; (d) grammar; (e) punctuation. For admission to the radio course candidates will be examined in: (a) Penmanship; (b) orthography; (c) arithmetic, to include common and decimal fractions; (d) grammar; (e) punctuation.

49. Those candidates who successfully complete the prescribed electrical course will be furnished with certificates of proficiency and will be reported by the commandant to the War Department as eligible for appointment as electrician sergeants, second class; those who successfully complete the prescribed Artillery course will be furnished with certificates of proficiency and will, in like manner, be reported as eligible for appointment as master gunners; those who successfully complete the prescribed clerical course will be furnished with certificates of proficiency and will, in like manner, be reported as eligible for appointment as sergeants major, junior grade; those who successfully complete the prescribed radio course will be furnished with certificates of proficiency and will, in like manner, be reported as eligible for duty as radio operators.

50. Unless otherwise directed the commandant will, at the end of the school year, relieve from duty at the school those enlisted students who have failed to complete successfully the prescribed course of study and will, by the authority of the Secretary of War, order men thus relieved to rejoin their proper station, provided the station be within the limits of the United States. The commandant may also, at any time during the school year, relieve from duty and return to his station as indicated above any enlisted student in the department of enlisted specialists who may have demonstrated his incapacity or unfitness to pursue the prescribed course of study.

THE SCHOOL YEAR.

51. The course of instruction will commence on the 3d day of January of each year or on the following Tuesday when the 3d falls on Saturday, Sunday, or Monday, and the work of the school will be carried on daily until the 1st day of the following December, except on Saturdays, Sundays, and authorized holidays. (*G. O. 46, 1915—1662813 J, A. G. O.*)

ENGINEER SCHOOL, WASHINGTON BARRACKS, D. C.

124. Regulations.—The following regulations govern the Engineer School at Washington Barracks, District of Columbia:

1. The object of the school is to prepare the junior officers of the Corps of Engineers for the active duties of their arm and corps; to make researches in such branches of science as relate to the duties of the Corps of Engineers; to disseminate information so obtained; to make such experiments and recommendations and to give such instruction as may be necessary for the civil engineering work of the Army.

2. The Engineer School at Washington Barracks is under the supervision and control of the Chief of Engineers. It consists of a commandant, a secretary, and such directors, instructors, student officers, and troops as may be assigned to it for duty or instruction by orders from the War Department. The Chief of Engineers may correspond directly with the commandant on questions of a technical character which do not involve matters of command, discipline, or administration and do not relate to the status or interests of individuals.

THE COMMANDANT OF THE SCHOOL.

3. The general administration of the school is intrusted to the commandant. In case of the absence or disability of the commandant, the senior Engineer officer present for duty at Washington Barracks will act in his place in all matters pertaining to the school.

4. The commandant will make application to The Adjutant General of the Army for such articles as may be required for the school and will direct the expenditure of such authorized quantities of material as may be necessary.

5. The commandant will submit to The Adjutant General of the Army, on or before August 31 of each year, a report of

the operations of the school for the year ending on the 30th of June preceding, with such suggestions and recommendations as he may deem desirable for the interests of the school. He will also submit to The Adjutant General, on June 30 of each year, a detailed program of instruction to be carried out at the school during the ensuing school year. This program, when approved by the Secretary of War, with such modifications as may be deemed necessary, will be returned to the commandant for the information and guidance of the officers on duty at the school.

THE SECRETARY.

6. The secretary of the school will be the custodian of the records, books, and property of the school and the recorder of the school board. He will conduct the correspondence of the school and promulgate the orders of the commandant.

7. The school library will be maintained separate and apart from the post library. In case of loss or damage to any book, periodical, map, or other property belonging to the school, the person responsible for such loss or damage will make the same good by the payment of the actual cost of the article or the cost of repairs. This amount will be assessed by the secretary of the school, whose action, when approved by the commandant, will be final.

DIRECTORS AND INSTRUCTORS.

8. When practicable the directors and instructors will be senior in rank to the student officers, but whether senior or junior the directors and instructors while in the execution of their duty will be accorded the respect due to their position.

9. The directors, instructors, and student officers will be exempt from all ordinary staff duties and garrison routine, from attendance at the garrison school for officers, from court-martial duty, from such drills and ceremonies as are not included in the course of instruction, and in general from all duties which would interfere with the performance of their functions in the school: *Provided*, That in case of lack of sufficient officers for the proper performance of garrison and post duty the commandant may assign school officers to such duty.

10. The school board, consisting of the commandant, the directors, and the instructors, will arrange the program of instruction as to subjects, methods, and allotment of time; prescribe the character and scope of the final examinations;

supervise the publication of the "Professional Memoirs, Corps of Engineers, United States Army, and Engineer Department at Large" and "Occasional Papers"; investigate and report upon such engineering subjects as may be referred to it by the War Department; and determine finally all questions of proficiency of students. *Provided*, That no action of the board which changes the regulations of the school or the course of instruction shall be final until approved by the Secretary of War. The school board will meet at such times as the commandant may direct.

11. The deliberations of the school board and its decisions until duly published will be confidential.

THE COURSE OF INSTRUCTION.

12. The course at the school will begin on October 1 of each year and end on March 31 of the second year following. Sessions of the school will be held daily, except Sundays, holidays, and the period from December 23 to January 4, both inclusive, but Saturday sessions will terminate at 12 o'clock m. Practical work and practice will be combined with theoretical work in all subjects in which it can be advantageously done and will include the use and operation of instruments, apparatus, and machines; field astronomy; photography and map reproduction; geodetic and hydrographic surveying; and garrison and field duties with engineer troops.

13. The course of instruction will be divided into three departments, as follows:

- (a) Military engineering.
- (b) Civil engineering.
- (c) Electrical and mechanical engineering.

The school board may transfer from one department to another such of the subjects hereinafter mentioned as it may deem desirable for the equalization of duties of directors and instructors.

14. In the different departments instruction will be given in the following subjects:

Department of Military Engineering.

Seacoast defenses, including land defense.

Ordnance, armor, and explosives.

Warships and sea power.

Photography and map reproduction.

Department of Civil Engineering.

Surveying, geodetic and hydrographic.

Field astronomy.

Cements and mortars.

Concrete and masonry.

Foundations.

Roofs and bridges.

Building construction.

Heating and ventilation.

Water supply.

Sewage disposal.

River and harbor improvement.

Lighthouse construction.

Construction plant.

Contracts, specifications, estimates, and accounts.

Department of Electrical and Mechanical Engineering.

Direct-current machinery and storage batteries.

Alternating-current machinery.

Electric power transmission.

Electric lighting and searchlights.

Fire-control apparatus.

Steam power electric machinery.

Hydroelectric power machinery.

Internal-combustion engines.

Electric power plant design.

15. In connection with the prescribed course of instruction in the several departments, visits will be made to points where important engineering works are in progress, when such visits are approved by the Chief of Engineers and authorized by the Secretary of War.

EXAMINATIONS.

16. Subject to the following limitations, examinations will be held under such rules as the school board may prescribe as soon as practicable after the final review in each subject.

17. An officer declared deficient in any subject may apply in writing for reexamination in that subject, but such an application must be made immediately after the announcement of the result of the original examination. A reexamination will be of such a character as may be determined by the school board and will be held with as little delay as practicable.

18. Officers who have been unable to complete the entire course will receive certificates of proficiency signed by the commandant in such subjects as shall have been satisfactorily completed.

19. A student officer who by reason of sickness or other unavoidable cause has been absent from an examination or has been unable to complete entirely any course with his class may be permitted, in the discretion of the school board, to complete the said course and be authorized to take the necessary examination before or within a reasonable time after the graduation of his class.

DISCIPLINE.

20. The school will be governed by the rules of discipline prescribed for military posts and by special regulations formulated by the school board and approved by the Secretary of War.

GRADUATION.

21. A student officer who successfully completes the entire course of instruction will receive a diploma setting forth his proficiency, and his name will thereafter be borne upon the Army Register as a graduate of the Engineer School at Washington Barracks. Diplomas will be signed by all members of the school board. The fact of graduation of each officer will be reported to The Adjutant General of the Army as soon as practicable thereafter.

22. Graduates of the school will be exempt from professional examination for promotion in all subjects covered by their diplomas for a period of two years after graduation. Officers not graduates holding certificates of proficiency in any subjects embraced in the course will be similarly exempt from such examination in the subjects covered by their certificates of proficiency for a period of two years from the date of such certificates. (*G. O. 199, 1909, as amended—1497481 A, A. G. O.*)

MOUNTED SERVICE SCHOOL, FORT RILEY, KANS.

125. Regulations.—1. The Mounted Service School at Fort Riley, Kans., will include the following subschools: The School of Equitation. The School for Farriers and Horseshoers.

2. The School of Equitation will embrace four courses, viz:
- (a) The course for field officers.
 - (b) The first-year course for company officers.
 - (c) The second-year course for company officers.
 - (d) The course in swordsmanship for noncommissioned officers.

3. THE COURSE FOR FIELD OFFICERS.

(a) There will be detailed for instruction in equitation, in two classes annually, such number of field officers of Cavalry and Field Artillery, not exceeding 15 in each class, as the Secretary of War may direct.

(b) Field officers of other branches of the service may be detailed upon the approval of the Secretary of War.

(c) Should the number of field officers detailed for any class fall below 15, enough senior captains of the mounted services may be detailed to make up this number.

(d) Officers so detailed will retain quarters at their permanent stations, and such temporary quarters as are available at Fort Riley will be provided by the post commander. Transportation of baggage provided by paragraph 1136, Army Regulations, 1913, for a temporary change of station will be allowed.

(e) The post commander will detail for this course such field officers stationed at Fort Riley as may be considered available.

(f) The courses of instruction will begin April 1 and October 10 and end May 31 and December 20, respectively. Officers desiring the detail will forward applications therefor, through military channels, by January 1 and July 1 of each year, respectively.

4. THE FIRST-YEAR COURSE FOR COMPANY OFFICERS.

(a) There will be detailed annually for instruction in the first-year course not to exceed 26 officers of Cavalry and 10 officers of Field Artillery, to be selected from captains or lieutenants who have been recommended by regimental commanders.

(b) Officers of other branches of the service may be admitted upon the approval of the Secretary of War.

(c) The post commander is authorized to detail, in addition to the foregoing, such officers belonging to organizations stationed at Fort Riley as in his opinion are available and suitable and for whom there are school accommodations.

(d) Officers will be recommended and selected for detail upon the basis of zeal in their work, special adaptability for advanced equitation and horse training, and excellent physical condition, attested by surgeon's certificate; aptitude and proficiency shown in regimental schools organized and conducted as prescribed in General Orders, No. 113, War Department, August 24, 1911; paragraph 86, this compilation, should be considered in making selections.

(e) No officer will be detailed who has had less than two years of service as a commissioned officer. Details will not be made from regiments stationed in the Philippine Islands.

(f) The tour of duty of student officers in this course will cover the period from the 25th of September to the 30th of the following June, inclusive.

(g) At the conclusion of the first-year course the school board will submit to the commandant reports upon the qualifications of all student officers in that course; will state the special employment for which any of them appear to be fitted; and will recommend not exceeding 10 of those graduates of the first-year course deemed best qualified for detail for instruction in the second-year course. The commandant will forward these reports and recommendations with such remarks as he may deem proper through the post commander to The Adjutant General of the Army.

5. THE SECOND-YEAR COURSE FOR COMPANY OFFICERS.

(a) There will be detailed annually for instruction in the second-year course not exceeding 10 graduates of the first-year course who have received the recommendations of the school board, approved by the commandant.

(b) While awaiting the issue of orders by the War Department in their cases, the post commander is authorized to retain at the post after graduation those officers, not exceeding 10 in number, who have been recommended for instruction in the second-year course.

(c) The course of instruction will begin July 1 and end June 30 of the succeeding year.

6. THE COURSE IN SWORDSMANSHIP FOR NONCOMMISSIONED OFFICERS.

(a) There will be detailed annually for instruction in swordsmanship specially qualified and recommended noncommissioned officers of Cavalry.

(b) On August 1 the commanding officer of each regiment of Cavalry serving within the continental limits of the United States will recommend to The Adjutant General of the Army a carefully selected noncommissioned officer of his regiment for instruction in this course.

(c) The course of instruction will begin September 30 and end March 31 of the succeeding year.

7. THE SCHOOL FOR FARRIERS AND HORSESHOERS.

(a) In this school there will be annually two courses of four months each, viz., February 15 to June 15 and July 15 to November 15 and, in addition, a course of one month from January 15 to February 14, inclusive, of instruction in horse-shoeing for the sergeants in charge of stables of the organizations serving at Fort Riley.

(b) The classes for farriers and horseshoers under instruction will be composed of specially recommended men detailed from the various mounted organizations of the service.

(c) For farriers the men selected must be intelligent and well grounded in reading, writing, and arithmetic. For horseshoers the men must be intelligent and of suitable conformation for the work.

(d) Details will be made by the department commanders without exceeding the accommodations of the school. Department commanders are authorized to correspond directly with the commanding officer of the post for this purpose.

(e) The post commander is authorized to detail, in addition to the foregoing, suitable enlisted men belonging to organizations stationed at Fort Riley.

(f) Commanders of organizations will note in the descriptive lists of men ordered for instruction "farrier class" or "horseshoer class," depending upon the nature of the instruction.

8. INSTRUCTIONS OF GENERAL APPLICATION TO ALL DETAILS OF ENLISTED MEN TO THE MOUNTED SERVICE SCHOOL.

1. Enlisted men recommended for detail as students in any of the courses must, in addition to the qualifications set forth separately under each course, fulfill the following conditions:

(a) They must have two years to serve or, if they have less than that time to serve, have signified in writing their intention to reenlist. In no case will men be selected whose enlistment would expire while at the school.

(b) They must be of excellent character, in good physical condition, attested by a surgeon's certificate, a copy of which must accompany the descriptive list.

(c) They must be willing to accept the detail.

2. (a) Before being sent to the school, enlisted men detailed for any of the courses of instruction will be provided with sufficient clothing (including two suits of fatigue uniform) to last the full period of instruction for which detailed.

(b) Descriptive lists will be mailed promptly.

(c) Trunk lockers, blankets, etc., if the property of the United States Government, will be noted on the descriptive lists.

(d) A list of clothing in possession of the soldier will accompany his descriptive list.

9. The Special Regulations for the Mounted Service School, when approved by the Chief of Staff, will be published from time to time by the commandant, from whom copies may be obtained on direct application. (*Par. I, G. O. 59, 1913—2063493, A. G. O.*)

SCHOOL OF FIRE FOR FIELD ARTILLERY.

126. Regulations.—The following regulations govern the School of Fire for Field Artillery, Fort Sill, Okla.:

1. The School of Fire for Field Artillery shall be part of the command of Fort Sill, Okla.

2. The object of the school is to give practical instruction. Theoretical instruction will be confined to the needs of the school and will be given concurrently with the practical instruction.

3. The personnel of the school will consist of the commandant, the school staff, the school detachment, the instruction

batteries, and officers and men detailed for the course of instruction. The school staff will comprise the commandant, the senior instructor, instructors, the secretary, the statistical officer, the supply officer, and such other officers as may from time to time be detailed on executive duties in connection with the school.

4. THE COMMANDANT.

(a) The commandant will be a field officer of Field Artillery selected and detailed by the Secretary of War. In case of the absence or disability of the commandant, the senior officer of the staff of the school will be acting commandant.

(b) The commandant is charged with the conduct of the school. He is responsible to the post commander and to the War Department for results.

(c) Appropriations for the support of the school and for the purchase of school property will be disbursed on vouchers approved by the commandant.

(d) He will make application for the detail of officers for the staff of the school and will assign them to duties as may be necessary.

(e) He will supervise the training of instruction batteries during the time that these batteries are turned over to the school for school purposes.

(f) He will take personal charge of instruction and of critiques to such extent as he may deem necessary, making appropriate distribution of duties among the various instructors.

(g) He will submit, not later than August 31 of each year, a report regarding the progress and needs of the school and before August of each year a detailed program of instruction covering the course to be given during the year.

The post commander will indorse on these reports his own views and recommendations.

(h) He will keep the post commander informed of the progress made in the school and of the names of individuals who, during any part of the course, fail to reach the expected standards, to the end that suitable corrective action may be taken at once, if necessary.

5. INSTRUCTORS.

The senior instructor and the instructors of the school will be assigned to duties by the commandant.

When practicable, instructors will be senior in rank to student officers; but, whether senior or junior, instructors in the execution of their duties will be accorded the respect due to their position.

6. THE SECRETARY.

The secretary will be the custodian of the books and property and will disburse the funds of the school. He will conduct the correspondence of the school and will issue the orders and instructions of the commandant.

7. THE STATISTICAL OFFICER.

The statistical officer will have charge of the firing records of the school and will collect and tabulate such data as may be called for by the school staff.

8. SUPPLY OFFICER.

The supply officer will have charge, under the supervision of the commandant, of all school shops, of the preparation and setting up of targets, and will be the ordnance officer of the school.

9. A school board, comprising the commandant, the senior instructor, and the instructors who have had to do with the particular course concerned, will prepare a report showing the names of individuals entitled to a certificate indicating that they have satisfactorily completed the course, and also the names of those not entitled to such a certificate. With regard to the latter class, a summary will be given of the character of work done by each individual, and an opinion will be expressed as to whether the failure was due to neglect, lack of aptitude, or other causes. When approved by the post commander, this report will be forwarded by him to the War Department with such comment as he may deem necessary.

10. COURSES OF INSTRUCTION.

All courses of instruction at the school will comprise practical exercises, problems, research work, conferences, and lectures. Each firing, practical exercise, or problem will be followed by a field critique, and a detailed critique will be held after each firing as soon as the target reports can be prepared.

11. The following courses are prescribed:

Course A.

For captains and lieutenants of Field Artillery and such officers of the Infantry and Cavalry as may be ordered to attend by the War Department.

Course B.

For field officers of Field Artillery.

Course C.

For noncommissioned officers of Field Artillery.

(a) This course will be for a period of four months, each term to begin a month in advance of course A.

(b) The enlisted men recommended for this course must have the following qualifications:

(1) They must be intelligent and well grounded in reading, writing, and arithmetic, to include, in arithmetic, long division and decimal fractions.

(2) They must be of excellent character and in good physical condition.

(3) They must be willing to accept the detail.

(4) They must be men whose terms of enlistment will not expire while at the school.

Course D.

For officers of the Field Artillery organizations of the Organized Militia, under regulations prescribed by the Secretary of War.

Course A: Target practice and the tactical use of Field Artillery. Reconnaissance, occupation of positions, and panoramic sketching. Study of the organization of the personnel, matériel, and ammunition supply of foreign services in comparison with our own. Ammunition supply service. Practical ballistics.

Course B: Target practice and the tactical use of Field Artillery. Duties of Artillery commanders. Reconnaissance and occupation of positions, in accordance with concrete tactical problems. Fire direction for the organization of which their rank gives them command. Ammunition supply service.

Course C: Setting up and operation of targets. Observation of fire. Sketching and scouting. Range finding, use of instru-

ments, and such other instruction as the commandant may find necessary in individual cases.

Course D: Such parts of courses A and B as may be prescribed by the commandant of the school.

12. Officers and enlisted men who have completed any course satisfactorily will be furnished with a certificate to that effect, signed by the commandant of the School of Fire and duly recorded by the secretary.

13. The School of Fire for Field Artillery will be governed by the rules of discipline prescribed by Army Regulations and by its own special regulations.

Correspondence with officers on duty with the school will be conducted through the commanding officer of Fort Sill.

14. The instruction units will not be required to comply with the annual instruction order for Field Artillery, and the officers serving with them will not be required to pursue the garrison school course nor the postgraduate course. (*G. O. 73, 1914, as amended—1726242 A, A. G. O.*)

SCHOOL OF MUSKETRY, FORT SILL, OKLA.

127. Regulations.—I. Regulations governing the School of Musketry:

1. The School of Musketry shall be a part of the command of Fort Sill, Okla.

2. OBJECT.

The object of the School of Musketry is to train officers and noncommissioned officers for their important duties as fire leaders in battle and to provide trained instructors for regimental schools of practical musketry.

3. PERSONNEL.

The personnel of the school will consist of the commandant, the assistant commandant, the school staff, the school detachment, the school troops, and such officers and enlisted men as may be detailed to attend the courses of instruction at the school.

4. THE COMMANDANT.

(a) The commandant of the school will be an officer specially selected by the Secretary of War and charged with the administration of the school. Appropriations for the support

of the school and for the purchase of school property will be disbursed on vouchers approved by him.

(b) He will make application for the detail of suitable officers for the school staff and shall assign officers so detailed to such duty incident to the school work and its administration as may be necessary. He will make application also for the detail or assignment of suitable noncommissioned officers and other enlisted men for the school detachment and shall assign them to specific duties in the detachment.

(c) He will supervise the training of the school troops and the methods of instruction in the school courses and make requisition for articles and equipment to carry out the purposes of the school.

(d) On the 1st of August of each year the commandant will make a report upon the progress and needs of the school, and on the same date he will submit a detailed program of instruction covering the courses to be given during the ensuing year. When this program has been approved it will be published for the guidance of the school and the information of the students.

(e) At the end of each course the commandant will submit a report setting forth briefly the work accomplished during the course and showing the names of officers and noncommissioned officers who have satisfactorily completed the course.

(f) In case of the absence or disability of the commandant, his duties shall be performed by the assistant commandant.

5. THE ASSISTANT COMMANDANT.

The assistant commandant will be an officer specially selected by the Secretary of War for the duty and will assist the commandant in the administration and instruction work of the school, act for the commandant in his absence, and perform such other duties connected with the school as may be assigned to him.

6. SCHOOL STAFF.

The school staff will consist of all officers, not students, on duty with the School of Musketry. It will include the secretary, the statistical officer, the range officer, the directors, and the instructors.

7. THE SECRETARY.

The secretary will be the custodian of the books and records of the school and will disburse the school funds under the

direction of the commandant. He will command the school detachment and the student companies, be in charge of the library, and will conduct the correspondence of the school.

8. THE STATISTICAL OFFICER.

The statistical officer will keep the records of all firing and will make such computations thereon as may be required.

9. THE RANGE OFFICER.

The range officer will establish and maintain the targets, range guards, and range communications on all ranges and firing grounds used by the school and perform such other duties connected with the ranges and firing grounds as may be directed by the commandant.

10. THE ORDNANCE OFFICER.

The ordnance officer will be an officer of the Ordnance Department, specially selected by the Secretary of War to perform the duties of ordnance supply officer for the School of Musketry and the School of Fire for Field Artillery. He will be in charge of the storehouses, workshops, and property used in common by the two schools and be directly under the commanding officer of Fort Sill, Okla.

11. DIRECTORS AND INSTRUCTORS.

(a) The directors will be assigned by the commandant to the several departments into which the school is divided and, under the supervision of the assistant commandant, will have charge of the instruction and experimental work of the school. They will be assisted by such number of instructors as may be assigned by the commandant to their departments.

(b) The instructors, under the supervision of the directors, will have charge of the instruction work and be assisted by such sergeant-instructors as may be available for that duty.

(c) When practicable directors and instructors will be senior to student officers, but whether senior or junior directors and instructors will be accorded the respect due to their positions.

(d) Except when, in the opinion of the commandant, the exigencies of the service demand a departure from the rule, directors, instructors, and student officers will be exempt

from all ordinary garrison duties and routine, from attendance at the garrison school for officers, from court-martial duty, and from all such drills and ceremonies as are not included in the course of instruction, and, in general, from all duties which would interfere with the performance of their functions in the school.

12. SCHOOL BOARD.

The school board will consist of the commandant, the assistant commandant, and the directors, with the secretary as recorder. The board will arrange the program of instruction and will prescribe the character and scope of the examinations and pass upon questions of proficiency. It will constitute a permanent board for such investigations and research work as may be referred to the school by proper authority.

13. SCHOOL DETACHMENT.

The school detachment will consist of such enlisted men and civilians as may be authorized by the War Department. Its members will assist in the instruction, administration, and maintenance of the school, perform the skilled labor thereat, and exercise such other functions as may be assigned to them by the commandant.

14. SCHOOL TROOPS.

The school troops will consist of such regular organizations as may be assigned to duty at the School of Musketry. They will perform the usual guard, fatigue, and administrative duties at the old post of Fort Sill and provide such fatigue and other details as may be needed incident to the work of the school.

School troops will not be required to comply with the annual training orders for their arm of service, but will be trained under the direction of the commandant. Officers serving with school troops will not be required to pursue the garrison school course nor the postgraduate school course of the garrison schools.

15. STUDENTS.

(a) Student officers and noncommissioned officers will be selected by the Secretary of War on the recommendation of their regimental or other commanders, made in accordance

with the regulations published in orders governing such recommendations.

(b) To each student who satisfactorily completes the course and is declared proficient by the school board a certificate of proficiency will be issued, signed by the commandant and the secretary of the school. The possession of a certificate of proficiency by an officer will be noted on his efficiency record and such certificate will be considered as equivalent to a certificate of proficiency in the subject of the Small-Arms Firing Manual. It will also exempt the holder from examination for promotion in that subject for a period of three years from the date of its issue or for five years when specially recommended by the school board for such extended exemption. The commandant will report to The Adjutant General of the Army the names of all officers who complete the course satisfactorily and are declared proficient, the names of any officers who are found deficient in the course with a statement as to the cause of deficiency, and the names of those specially recommended by the school board for extended exemption from examination for promotion. The possession of a certificate of proficiency by an enlisted man will be made a matter of record and be noted on the soldier's discharge certificate.

(c) Upon the recommendation of the school board the commandant may, with the approval of the Secretary of War, retain graduates on duty with the school and assign them to duty on the school staff or in the school detachment.

16. COURSES OF INSTRUCTION.

There will be two school terms in each calendar year, in each of which the following courses are prescribed:

(a) For field officers of Infantry and Cavalry.

(b) For captains and first lieutenants of Infantry and Cavalry.

(c) For lieutenants of Infantry and Cavalry for instruction with machine guns.

(d) For noncommissioned officers of Infantry and Cavalry other than those belonging to machine-gun organizations.

(e) For noncommissioned officers of Infantry and Cavalry machine-gun organizations.

(f) For general, field, and staff officers and such other officers as may be designated by the Secretary of War to take

this course. No officer of Infantry or Cavalry is eligible for this observation course.

17. METHODS OF INSTRUCTION.

Instruction will be carried on concurrently in two departments of instruction, viz:

(a) Department of Small Arms (rifle and pistol).

(b) Department of Machine Guns.

Instruction in the school will be imparted by lectures, conferences, demonstrations, and practical firing problems and exercises. Examinations either written, oral, or practical will be held near the close of each course to determine the proficiency of the students in the subjects covered by the instruction.

Before the close of the course each officer will be required to prepare and read before the assembled school a thesis on a professional subject pertaining to musketry or kindred matters.

18. ADMINISTRATION.

The School of Musketry will be governed by the rules of discipline prescribed in Army Regulations and by its own special regulations. Matters pertaining to the courses of instruction will be subject exclusively to control of the War Department.

The commandant will furnish copies of all orders issued by him pursuant to the authority contained in these regulations changing the status of officers and noncommissioned officers on duty at the school to The Adjutant General of the Army and to all headquarters, to commanding officers, and others interested in or affected by such orders.

II. Regulations and instructions governing the selection of student officers and noncommissioned officers at the School of Musketry:

1. The school year is divided into two periods of about four months each.

INSTRUCTION COURSES BEGINNING FEBRUARY 20 AND AUGUST 20.

Course A. For 15 field officers of Infantry and Cavalry.

Course B. For 30 captains and first lieutenants of Infantry and Cavalry.

Course C. For 15 lieutenants of Infantry and Cavalry for instruction with machine guns.

Course D. For 110 noncommissioned officers of Infantry and Cavalry other than those belonging to machine-gun organizations.

Course E. For 32 noncommissioned officers of Infantry and Cavalry machine-gun organizations.

OBSERVATION COURSE BEGINNING JUNE 1 AND DECEMBER 1.

Course F. For general, field, and staff officers and such other officers as may be designated by the Secretary of War to take this course, for which no officer of Infantry or Cavalry is considered eligible.

2. Selections of students for these courses will be made by the Secretary of War on the recommendation of regimental or other commanders made in conformity with these regulations.

3. The commanding officer of each regiment of Infantry and Cavalry serving within the continental limits of the United States will submit the names of officers and noncommissioned officers of their respective regiments whom they recommend as students at the School of Musketry. These recommendations will be made twice each year, on December 1 and June 1, and will state specifically for which course the officer or noncommissioned officer is recommended, as follows:

For course A, one field officer.

For course B, two company officers (captains or first lieutenants), one as principal, the other as alternate.

For course C, one lieutenant for machine-gun instruction.

For course D, four noncommissioned officers other than those belonging to machine-gun organizations.

For course E, one noncommissioned officer of machine-gun organizations.

4. In making recommendations of officers for detail as students at the School of Musketry, the regimental commander will be governed by the following limiting conditions:

(a) No officer will be considered available for the detail who will not be eligible for detached service during the entire period covered by the course for which recommended.

(b) No officer will be considered available for the detail who has been or may be ordered to foreign or other service which would operate to relieve him from the school before the close of the course for which recommended.

(c) Officers recommended should be suitable for duty as instructors of musketry in the regiment and be available for such duty upon their graduation from the school.

(d) Where, in any regiment, the directed recommendations can not all be made because there is no officer qualified for the detail, that fact will be stated in explanation of the failure to make the required recommendations.

5. In making the recommendations for the detail of non-commissioned officers as students at the School of Musketry regimental commanders will be governed by the following limiting considerations:

(a) No noncommissioned officer will be considered available for the detail unless he shall at the time of entrance at the school have two years to serve in his current enlistment or, having less than two years to serve, has signified in writing his intention to reenlist. In no case will a man be detailed whose term of enlistment expires while at the school.

(b) Noncommissioned officers recommended for the detail should be selected not so much for their excellence in marksmanship as for their estimated aptitude as instructors of musketry in the regiment after graduation. They should be of good character, be in good physical condition, and be well grounded in reading, writing, and arithmetic. Preference should be given to those who have expressed a desire for the detail.

6. As the observation course will be included in the regular courses for which they are eligible, no officer of Infantry or of Cavalry will be considered eligible for that course alone. Officers who are eligible may make application on the dates fixed for the recommendations of regimental commanders for authority to attend the observation course. Such applications should be made through the usual channels to The Adjutant General of the Army, stating that the applicant desires to attend the observation course.

7. Owing to the limited capacity of the school, no more student officers than the numbers mentioned in Paragraph II, section 1, can be accommodated at the School of Musketry until additional quarters are provided. When the number of available officers recommended for detail as students under Paragraph II, section 3, falls below the capacity of the school, officers of the Organized Militia, the Marine Corps, and the Navy may be admitted to fill up the classes. Officers of the

Field Artillery regiment stationed at Fort Sill may, however, in a limited number attend the classes of the School of Musketry upon making application for this privilege to The Adjutant General of the Army through their commanding officers and the commandant of the School of Musketry. While so attending, these officers will enjoy all the privileges of regular students except that of quarters. (*G. O. 28, 1915—2220899, A. G. O.*)

SCHOOLS FOR BAKERS AND COOKS.

128. Regulations.—Regulations governing the several schools for bakers and cooks as authorized in Tables of Organization:

1. The commanding officers of the posts where schools for bakers and cooks are located, under the direction of department commanders, will be the commandants of the schools at their respective posts.

2. The commandant of each school, under the direction of the department commander concerned, will arrange the program of instruction as to subjects, textbooks, and allotment of time, will prescribe the character and scope of examinations, and will have final determination of all questions of proficiency.

3. The enlisted instruction personnel at each of the several schools for bakers and cooks will consist of—

(a) A permanent school detachment; the enlisted faculty.

(b) A temporary personnel—

(1) Members of the bakers companies attached as needed.

(2) Certain proficient student personnel.

TABLE OF INSTRUCTION PERSONNEL.

(a) *The enlisted faculty.*

One senior instructor: Supervisor of instruction; baking and cooking. Instructor of mess sergeants. In charge of bakery laboratory. Lecturer on subjects taught. To have the rank of quartermaster sergeant, Quartermaster Corps, and extra-duty pay of \$1 per day.

One chief instructor in baking, garrison and field: Expert on processes of fermentation, pastry, and bread making. To

have the rank of sergeant, Quartermaster Corps, and extra-duty pay of \$1 per day.

One chief instructor in cooking, garrison and field: Expert in handling the Army ration in garrison and field to best advantages. To have the rank of sergeant, Quartermaster Corps, and extra-duty pay of \$1 per day.

One instructor in baking, garrison and field: Able to replace the chief instructor in baking. To have the rank of sergeant, Quartermaster Corps, and extra-duty pay of 50 cents per day.

One instructor in cooking, garrison and field: Able to replace the chief instructor in cooking. To have the rank of sergeant, Quartermaster Corps, and extra-duty pay of 50 cents per day.

One instructor in mess accounts and arithmetic: Acting first sergeant, quartermaster sergeant, and clerk to the school detachment and attached student personnel; keeper of all records and accounts. To have the rank of sergeant, Quartermaster Corps, and extra-duty pay of 50 cents per day.

Total, 6.

(b) *The temporary personnel.*

Assistant instructors (assigned from time to time in such numbers and to such duty as the particular school needs may require), to assist in instruction under the guidance and supervision of the enlisted faculty, to be obtained from the following sources:

(1) From members of the bakery companies (cooks and bakers) attached to and utilized as, but not forming a part of, the permanent instruction personnel of the schools, but to be subject to duty with the bakery company whenever assembled. To have the rank of their grade.

(2) From noncommissioned officers, pursuing the mess sergeants' course of four months during the last month of that course. To have the rank of their grade.

4. The term of each school will be four months: *Provided*, That enlisted men of previous experience or of marked ability may, when deemed proficient by the officer in charge, be graduated after three months' instruction; and *Provided further*, That enlisted men who are unable to qualify within the four months, but who have nevertheless demonstrated their fitness for the work, may be retained for additional instruction for a period not to exceed one month.

5. The course of theoretical and practical instruction will be conducted by the officer in charge of each school, who will submit to the commandant thereof an annual report not later than July 20 regarding the progress and needs of the school.

6. The commandant of each school will submit to The Adjutant General of the Army, through military channels, not later than August 31 of each year, a report regarding the progress and needs of the school.

7. The classes under instruction will be composed of enlisted men specially recommended by the organization, coast defense, or regimental commanders, who have had at least one year's service, and who have not less than two years of the minimum active term to serve, or who, having less than that time to serve, have signified in writing their intention to reenlist. Enlisted men who have only a short time to serve and who have not signified their intention to reenlist will not be recommended for detail. In no case will men be selected whose enlistments or terms of active service expire during the school course.

8. The enlisted men recommended must be of excellent character and in good physical condition. They must not show a positive reaction on a Wasserman test or be suffering from a communicable disease of any nature. They must be well grounded in reading, writing, and arithmetic and must be men who have expressed a willingness to accept the detail. In the cases of enlisted men who may be selected for these details and sent to the school, and who prove themselves to be manifestly unfit for such service, the officer recommending their detail will be called on to justify his recommendation.

9. There will be simultaneously under instruction in each school four classes of bakers and four classes of cooks, a new class of each to enter on the 15th of every month.

10. An organization, coast defense, or regimental commander desiring to enter a soldier in one of these training schools will make application for the privilege through military channels to his department commander. Applications may be forwarded at any time.

11. Regimental commanders will take proper steps to have at least one graduate baker available with each regiment. This provision will not apply to regiments serving at oversea stations, except in the Philippine and Hawaiian Departments.

12. Details for the training schools will be made by department commanders in order to reach the actual needs of the service without exceeding the accommodations of the training schools.

13. In addition to the foregoing, the commandant of each school, with the approval of the department commander concerned, is authorized to detail such enlisted men belonging to organizations stationed at the post where the school is located as in his opinion are available and suitable; these men to be exempt from so much of the requirements of section 7 of this order as specifies length of time to serve.

14. Commanders of organizations will note on the descriptive lists of men ordered for instruction, "Bakers' class" or "Cooks' class," depending upon the nature of the instruction.

15. Upon the completion of the school course certificates of proficiency will be awarded to men who successfully pass a satisfactory theoretical and practical examination. Degrees of proficiency will be noted thereon as follows:

Assistant baker: A competent journeyman baker.

Baker: Same as assistant baker, and capable of handling a bakery, its working force, and all of its accounts.

Second cook: A competent organization cook.

First cook: Same as second cook and capable of handling a kitchen, its working force, and simple accounts.

Mess sergeant: A first cook who has demonstrated for at least one month his ability to supervise and control all details and accounts of an organization mess. (*Par. I, G. O. 60, 1915—1844970 A, A. G. O.*)

SCHOOL FOR SADDLERS AND FOR BATTERY MECHANICS OF FIELD ARTILLERY.

129. Regulations.—A training school for saddlers and for battery mechanics of Field Artillery is established at the Rock Island Arsenal, Rock Island, Ill.

The school term is of 11 months' duration, from the 1st day of August in each year until the 30th day of June of the following year.

The school is under the direction of the Chief of Ordnance, who will instruct the commanding officer of the Rock Island Arsenal in regard to the selection and detail, from officers and others of his command, of such assistants as may be nec-

essary for the proper conduct of the school and for the organization and discipline of the enlisted men composing the classes under instruction.

Instruction in the school is practical and is conducted with a view to training saddlers to make or repair efficiently and in the most practical and expeditious manner any horse equipments or harness on which they would ordinarily be required to work in their organizations and with a view to training battery mechanics in the construction, assembling, and dismounting of Field Artillery material and in making such repairs as would be required of them in their organizations.

At the beginning of each term of the school the classes put under instruction will be composed of specially recommended enlisted men who have not less than one year and six months to serve, detailed from the various organizations of the Army. Details will be made by The Adjutant General of the Army in order that the number under instruction at any one time may not exceed the accommodations of the school.

An organization commander desiring to enter a man in this school will make application to The Adjutant General of the Army for that purpose, explaining the degree of urgency of the need for a trained saddler or battery mechanic in the organization. The enlisted men recommended for detail must be of excellent character, intelligent, and in good health. Preference should be given to men who desire to learn the saddler's or harness maker's trade or the duties of Field Artillery battery mechanics and who have shown an aptitude therefor. Communications concerning men detailed for or undergoing instruction at the school should be addressed to the commanding officer, Rock Island Arsenal, Rock Island, Ill.

The Chief of Ordnance will include in his annual report a statement of the progress and needs of the school.

Upon completion of the school course certificates of proficiency signed by the commanding officer of the arsenal will be awarded to the men who have attained a sufficiently high standard in their work.

Unless otherwise directed, the commanding officer, Rock Island Arsenal, will, by authority of the Secretary of War, relieve all enlisted men detailed for instruction at the school at the proper time after the completion of the courses. Enlisted men so relieved will be ordered to join their proper stations. Those whose stations are in the Philippine Islands

will report at San Francisco, Cal., in time to embark on the next Army transport sailing from that port after the date of their being relieved from duty at the school. (*Par. II, G. O. 80, 1909—1508154, A. G. O.*)

CIVIL EDUCATIONAL INSTITUTIONS.

130. Detail of officers and issue of ordnance stores.—

1. The following regulations and instructions govern the detail of officers of the Army at educational institutions and the issue of ordnance stores thereto:

APPORTIONMENT OF DETAILS.

2. The details authorized by the act approved April 21, 1904, are in addition to the number allowed by section 1225, Revised Statutes, as amended by the act approved November 3, 1893, and may be made to educational institutions in any State or Territory without reference to population or to the number of officers already serving therein.

The following apportionment, in accordance with section 1225, Revised Statutes, as amended by the act approved November 3, 1893, is adopted, and details will be made in accordance therewith.

Apportionment of details of 100 officers of the Army at universities, colleges, academies, etc., based upon the number of States and the population of the States and Territories as determined by the census of 1910.

States and Territories.	Details for land- grant schools.	Details by popula- tion.	Total.
Maine.....	1	3	8
New Hampshire.....	1		
Vermont.....	1		
Massachusetts.....	1		
Rhode Island.....	1		
Connecticut.....	1	7	10
New York.....	1		
New Jersey.....	1		
Pennsylvania.....	1	5	8
Delaware.....	1		
Maryland.....	1		
District of Columbia.....		2	4
Virginia.....	1		
West Virginia.....	1		

Apportionment of details of 100 officers of the Army at universities, colleges, academies, etc.—Continued.

States and Territories.	Details for land- grant schools.	Details by popula- tion.	Total.
North Carolina.....	1	2	4
South Carolina.....	1		
Georgia.....	1	5	9
Florida.....	1		
Alabama.....	1		
Mississippi.....	1		
Texas.....	1	6	11
Louisiana.....	1		
Arkansas.....	1		
Oklahoma.....	1		
Tennessee.....	1		
Kentucky.....	1	4	6
Ohio.....	1		
Indiana.....	1	6	9
Illinois.....	1		
Michigan.....	1		
Missouri.....	1	3	6
Kansas.....	1		
Iowa.....	1		
Nebraska.....	1	3	6
Minnesota.....	1		
Wisconsin.....	1		
North Dakota.....	1	1	5
South Dakota.....	1		
Montana.....	1		
Idaho.....	1		
Washington.....	1	1	3
Alaska.....	1		
Oregon.....	1		
California.....	1	2	6
Nevada.....	1		
Utah.....	1		
Arizona.....	1		
Hawaii.....	1		
New Mexico.....	1	1	4
Colorado.....	1		
Wyoming.....	1		
Porto Rico.....		1	1
Total.....	48	52	100

3. The following regulations in regard to the detail of officers of the Army at educational institutions within the United States and its Territories are prescribed by the President under the foregoing laws:

CLASSIFICATION.

4. Institutions to which officers of the Army are detailed under the provisions of section 1225, Revised Statutes of the United States, and of the acts of Congress amendatory thereof, will be divided into classes as follows:

Class M C.—Colleges and universities (including land-grant institutions) where the curriculum is sufficiently advanced to carry with it a degree, where the students are habitually in uniform, where the average age of the students on graduation is not less than 21 years, where military discipline is constantly maintained, and where one of the leading objects is the development of the student by means of military drill and by regulating his daily conduct according to the principles of military discipline.

Class M.—Essentially military institutions where the curriculum is not sufficiently advanced to carry with it a degree, or where the average age of the students on graduation is less than 21 years.

Class C.—Colleges and universities (including land-grant institutions) not essentially military, where the curriculum is sufficiently advanced to carry with it a degree, and where the average age of the students on graduation is not less than 21 years.

Class S M.—Institutions not included in any of the classes mentioned above.

5. The War Department will classify all institutions and make necessary changes of classification upon receipt of the reports of the annual inspections.

6. The institutions of Classes M C and C, not exceeding 10 in any year, whose students have exhibited the greatest degree of military training as compared with others of their class, and whose graduates of that year are, by reason of discipline, education, and military training, best qualified for commissions in the Army, will be designated, in addition to above classification, as "Distinguished colleges," and the year or years in which distinguished will be added.

The institutions of Class M, not exceeding 10 of the whole number in that class, whose students display the greatest degree of military training and instruction, will be designated as "Honor schools," and the year or years in which so designated will be added.

THE DETAIL OF OFFICERS AND NONCOMMISSIONED OFFICERS.

7. When the detail of an officer of the Army as professor of military science and tactics is desired, application should be made by the president or other chief administrative officer of the institution to The Adjutant General of the Army.

8. The application, when no detail has been previously made to the institution, must be accompanied by the last printed catalogue and a certificate as to the number of male students the institution has the capacity in buildings, apparatus, and instructors to educate at one and the same time; the number of such students in actual attendance at the time of application, or, if the application is made during vacation, the number actually in attendance during the session immediately preceding it, and the number over 15 years of age. The certificate must also show the grade of the institution, the degrees it confers, and whether or not it is a land-grant institution, established under the provisions of the act of Congress approved July 2, 1862.

9. When application is made for the detail of an officer of the Army at an institution to which an officer has not previously been assigned, it will be visited at the time of the annual inspection of civil educational institutions having detailed officers by one of the officers detailed for such inspection, who will report to the War Department whether or not the institution fulfills the requirements of the law and regulations governing such details and will recommend specifically whether the detail should be made.

10. Application for the first detail, or for the renewal of a detail, may include a recommendation for such officer or officers as may be deemed suitable by the college authorities. When the officers named are not available for the duty, or when such recommendations are not made, selection will be made by the War Department from those available officers who may have been recommended for such duty by their military superiors.

11. Applications for the detail of retired noncommissioned officers should be addressed by the president of the institution to The Adjutant General of the Army, accompanied by a certificate to the effect that the noncommissioned officer will be furnished with quarters, or commutation therefor, and extra-duty pay at the rate of at least 50 cents per day during the period of his detail.

A retired noncommissioned officer will be detailed at an institution only where an officer of the Army is on duty.

12. To be eligible for the detail of an officer on the active list as professor of military science and tactics, institutions will be required to maintain under the course of military instruction prescribed in paragraph 27 of this order the following minimum numbers of male pupils over 15 years of age, viz: Classes M C and M, 100. Classes C and S M, 150.

An officer of the retired list will not be detailed as professor of military science and tactics at any institution (except land-grant institutions established under the provisions of the act of Congress approved July 2, 1862, which are required by said law to include military tactics in their courses of instruction) which does not maintain under military instruction at least 75 male pupils over 15 years of age, excepting under the provisions of the act of Congress, approved April 21, 1904, amending section 1225, Revised Statutes.

13. Where a State has more than one college endowed by the national land grant, under the act approved July 2, 1862, the college which is designated by the governor of the State will be held to have the first claim to the officer allotted to the State for detail at a land-grant institution.

14. No officer who has not had five years' commissioned service in the Army is eligible for detail as professor of military science and tactics.

15. The detail of an officer on the active list will be for three years. In case an officer achieves marked success and is willing to remain longer on such duty, his detail may, upon application of the college authorities, be extended to four years. The detail of a retired officer or noncommissioned officer will be for four years.

16. No retired officer above the rank of major will be detailed as a professor of military science and tactics unless in connection with his duties as such he is to hold the position of president, superintendent, or principal of the institution.

17. Orders detailing an officer to relieve another as professor of military science and tactics will direct him to report at the institution during the school year and not less than two weeks prior to the relief of his predecessor.

DUTIES OF OFFICERS AND NONCOMMISSIONED OFFICERS.

18. The professor of military science and tactics will retain copies of all returns, reports, and correspondence and will

keep an accurate journal of the drills and other military instruction. He will transfer these records to the officer who may succeed him or to the person designated by the chief administrative officer of the institution. In either case a receipt will be taken for the records.

19. The officer detailed as professor of military science and tactics will reside at or near the institution to which assigned and, when in the performance of his military duties, will appear in proper uniform. He will, in his relations to the institution, observe the general usages and regulations therein established affecting the duties and obligations of other members of the faculty. He will perform no duties other than those of instructor in military science and tactics, which may include the duties of commandant of cadets, except by special permission of the War Department.

20. It is the duty of the professor of military science and tactics to enforce proper military discipline at all times when students are under military instruction and, in case of serious breaches of discipline or misconduct, to report the same to the proper authorities of the institution, according to its established methods. In case no suitable action is taken by the authorities of the institution, the professor of military science and tactics will report the facts to The Adjutant General of the Army.

21. Where practicable a detailed retired noncommissioned officer may be ordered to report to the officer on duty at the school for instructions as his assistant. He will be reported by the latter to the president of the school or college and will be instructed in his relations to the institution and to its officials. He will reside at or near the institution and will perform no duties other than those of assistant to the instructor in military science and tactics and acting ordnance and quartermaster sergeant, except by special permission of the War Department.

ORGANIZATION.

22. Pupils under military instruction will be organized into companies, battalions, and regiments of infantry, the organization, drill, and administration of which will conform, as far as possible, to those of the Army. The strength of companies will not ordinarily exceed 58 students.

Where a battalion organization is maintained, a band may be organized, provided its members be thoroughly trained to include the school of the squad.

23. All rules and orders relating to the organization and government of the military students, the appointment, promotion, and change of officers, and all other orders affecting the military department, except those relating to routine duty, will be made and promulgated by the professor of military science and tactics after being approved by the chief administrative officer of the institution.

24. Upon occasions of military ceremony, in the execution of drills, guard duty, and when students are receiving any other practical military instruction, they will appear in the uniform prescribed by the institution. They will be held strictly responsible for the arms and accouterments issued to them.

INSTRUCTION.

25. The main object of the military instruction given at civil educational institutions having Army officers as professors of military science and tactics will be to qualify students who enter the military departments of such institutions to be company officers of Infantry, Volunteers, or militia.

26. Infantry drill and training will be considered paramount. Instruction in other branches of the military service will not be sanctioned, nor will property be issued for instruction in such branches at any particular institution unless the Infantry instruction and training at that institution are found, upon inspection by officers designated by the War Department, to have reached a satisfactory plane of efficiency.

27. The following minimum courses of military instruction, practical and theoretical, are prescribed:

At every institution at which a professor of military science and tactics is detailed it shall be provided in its regular schedule of studies that at least three hours per week, or an equivalent of 84 one-hour periods per year for two years, shall be assigned for instruction in the military department, not less than two-thirds of the total time to be devoted to practical instruction and field training and the remainder to theoretical instruction.

28. The instruction will vary according to the nature of the institution and the facilities afforded, but at all institutions will include the following:

Infantry drill regulations.—School of the Soldier, School of the Squad, School of the Company, Intrenchments, paragraphs 584 to 595.

Field-service regulations.—The Service of Information. The Service of Security.

Small-arms firing regulations.—Instruction preliminary to gallery and range practice. Gallery practice. Range practice, when a range can be procured.

The instruction will also include company administration, camp sanitation, and military-map reading. Whenever practicable an annual practice march and encampment will be included.

The additional ground to be covered will be determined by the instructor, having in view the age of the students, the strength of the organization, and other conditions.

Throughout the course of instruction the reasons for the successive steps in the military training will in all cases be carefully shown to the student before the initiation of that particular instruction.

The theoretical course of study will be based strictly upon the main object of the military instruction and will consist largely of talks or lectures, illustrated wherever and whenever practicable by lantern slides and by objects and covering the essential principles and essential details of the subjects which a company officer of Infantry, Volunteers, or militia should know and omitting, as a rule, all auxiliary subjects and subjects pertaining to advanced military studies, such as campaigns, strategy, etc., except in those cases where the study of a campaign may be made the basis of the theoretical course, or where advanced subjects may be utilized to hold and maintain the interest of the students, or where the time at the disposal of the military instructor is such as will enable him to supplement his theoretical course proper with a course of lectures on those subjects.

29. The professor of military science and tactics will endeavor to impart a full knowledge of the benefits of military training to the Nation, State, institution, and student.

To this end he will, in a preliminary talk or lecture to the students entering the military department, explain the main object of the military instruction and make clear to the student the benefits to be conferred by the military training not only in fitting him for the full duties of citizenship but also in giving him the normal physical development necessary to his continued well-being throughout life.

30. In order that the graduates of the military department of the civil educational institutions having an officer detailed from the Army on duty may have knowledge of the aims, purpose, and necessity for the Army, and the necessity for a proper military organization, including thereunder not only the troops with the colors but necessary reserves, the officer acting as professor of military science and tactics will give a course of lectures fully covering these subjects. These lectures will embody also a brief résumé of the main features of the military history of the United States, our present military system, and a thorough and careful exposition of the approved military policy. It is of the utmost importance that graduates of these institutions, who are presumably men of education and intelligence, shall take away with them sound and correct ideas on these most important subjects. Too much time has generally been given to instructing students as though they were recruits rather than in an effort to impart, in addition to this instruction, those ideas which are of vital importance in the establishment of a sound military policy.

WAR DEPARTMENT INSPECTIONS.

31. The military departments of educational institutions at which officers of the Army are detailed as professors of military science and tactics will be subject to inspection under the authority of the President of the United States. Stated inspections will begin about April 1 and be completed by June 1 in each year.

These inspections will be made by a board of four officers of the General Staff, the individual members of which will pursue itineraries to be prescribed each year.

The board will be convened in Washington, D. C., sufficiently in advance to enable the members to make such arrangements and preparations as will secure the greatest possible uniformity in methods and standards.

The inspecting officer will, upon his arrival at any institution, call upon the chief administrative officer present in order to obtain from him the necessary facilities for the performance of his duties.

The board will reconvene in Washington, D. C., not later than June 10 in each year and, after comparing individual reports of their inspections, will recommend the classification of institutions and those to be designated as "Distinguished

colleges" and "Honor schools," and will make such further recommendations as may be deemed necessary to insure a proper compliance with the provisions of this order and to improve the methods and character of the military instruction. The board will also make special mention of such institutions as may have shown during the year gratifying improvement in their military departments.

These recommendations and the individual-inspection reports will be transmitted to the Chief of Staff not later than June 20 in each year.

A copy of the report of inspection will be furnished the president of the institution by the War Department.

DISTINGUISHED COLLEGES AND HONOR SCHOOLS.

32. For each year that an institution is designated as "Distinguished college" or "Honor school" one member of its graduating class, to be selected by the president and the professor of military science and tactics, acting jointly, will upon graduation be rated as honor graduate. By the term "honor graduate" is understood a graduate whose attainments in scholarship have been so marked as to receive the approbation of the president of the school or college, and whose proficiency in military training and knowledge and intelligent attention to duty have merited the approbation of the professor of military science and tactics. The honor graduate must be a citizen of the United States, unmarried, of exemplary habits, and of good moral character. The honor graduate of a "Distinguished college" must, in addition, be not less than 21 nor more than 27 years of age.

The name of the honor graduate should be reported to the War Department as soon as practicable after graduation.

33. Those graduates who have been reported in the past as honor graduates of institutions formerly designated as "Distinguished institutions," who become candidates for commissions in the Army and make a general average of 85 per cent or more on the competitive mental examination, and who fulfill the other requirements for commissions in the Army, will be placed in a special class.

34. In the regulations governing the examination and appointment of candidates from civil life for commissions as second lieutenant in the Army, those heretofore reported as honor graduates of institutions formerly classed as "Distin-

guished institutions" are exempted from examination in certain subjects, as are also graduates of institutions rated as class M C or class C and graduates of recognized colleges or universities.

35. The President of the United States authorizes the announcement that an appointment as second lieutenant in the Regular Army will be awarded annually to an honor graduate of each of the institutions designated as "Distinguished colleges," under the provisions of paragraph 6 of this order, provided sufficient vacancies exist after the appointment of graduates of the Military Academy at West Point and the successful competitors in the annual examination of enlisted men.

The honor graduate of a "Distinguished college" must be a member of the class graduating from that institution in the year in which his appointment to the Army is made. He will not be required to take any mental examination.

AFFILIATION OF STUDENTS WITH THE ORGANIZED MILITIA AND VOLUNTEERS.

36. Upon the graduation of every class, the professor of military science and tactics, after consultation with the president of the college or school, will decide upon and report to The Adjutant General of the Army the names of such students belonging to the class as have shown special aptitude for military service and will furnish a copy of his report to the adjutants general of the States of which such graduates are resident. This report will contain the following data:

- (1) Name.
- (2) Home address. Business address.
- (3) Institution.
- (4) Year of graduation.
- (5) Age at graduation.
- (6) Number of years under military instruction.
- (7) Highest rank held.
- (8) Branch of service best fitted for.
- (9) Rank for which recommended.
- (10) Whether willing to serve as reserve officer; and if so, in Volunteers or Regulars.
- (11) Remarks.

37. It is desired to bring the cadet organizations and the Organized Militia into closer relations, and to the attainment of this end professors of military science and tactics will endeavor to interest the cadets in the National Guard and encourage them to join it upon graduation. To further increase the mutual interest of the cadets and the militia, prominent military officials of the State, with the approval of the college authorities, should be invited to inspect the work done in the military department, to review the cadet organization on suitable occasions, and should be made acquainted with the qualifications of particular cadet officers who reside in the State in which the college is situated.

Where the necessary legal authority exists or can be obtained, and where such action meets with the approval of the State and college authorities and other conditions are favorable, National Guard organizations consisting entirely of cadets should be formed.

38. All graduates should be encouraged to take the examination for commission in any volunteer force which may hereafter be called for and organized under the authority of Congress, prescribed in General Orders, No. 54, War Department, 1914, paragraph 10, this compilation, under the provisions of section 23 of the act approved January 21, 1903. Graduates whose names have been reported to The Adjutant General of the Army under the provisions of paragraph 34 of this order will be excused, if they so desire, from examinations in those subjects which are actually covered by the course of instruction, regular or special, and in which they are declared proficient by the professor of military science and tactics, with the concurrence of the college inspection board convened annually by the War Department. Their marks in said subjects will be rated at 75 per cent of the maximum.

ISSUE OF ARMS, ETC.

39. The following regulations are prescribed for the issue of ordnance and ordnance stores required for military instruction and practice at colleges, universities, etc., under section 1225, Revised Statutes, and the amendments thereof.

40. As the appropriations for the supply of ordnance and ordnance stores to the Army are very limited, and as the language of the law restricts the issue that can be made to

colleges to such as "can be spared for that purpose," issues of ordnance and ordnance stores to colleges will be limited to such stores as are enumerated in the following paragraphs, for the purpose of military instruction, to each selected institution having an officer of the Army stationed thereat.

41. The small arms issued to any institution of learning will hereafter be either the United States rifle, caliber .30, model 1903; the United States magazine rifle, caliber .30, model 1898; or the United States magazine carbine, caliber .30, model 1899; but in no case will the number of arms issued be in excess of the number of male students in regular attendance and actually receiving military instruction, except as provided for elsewhere in this paragraph.

The issue of United States rifles, caliber .30, model 1903, will be made to all institutions which have been reported as a result of the annual inspection for three consecutive years as either "Distinguished colleges" or "Honor schools." In the case of institutions other than those reported as "distinguished," an issue of one United States rifle, caliber .30, model 1903, may be made for every 15 students annually participating in range practice, in addition to the United States magazine rifles, caliber .30, model 1898, with which they are now armed. For every 15 students participating in gallery practice, one gallery-practice rifle, caliber .22, may be issued.

The issue of the magazine carbine will be limited to institutions having mounted cadets and to institutions having cadet students, who on account of their youth need the arm of lighter weight for instruction and drill. For this latter purpose the magazine carbine may, upon the request of any selected institution, be altered for the attachment of the knife bayonet and gun sling, the actual cost of alteration to be paid by the institution.

42. The equipments to be used with the United States magazine rifle, model of 1898, and United States rifle, model of 1903, will consist of a bayonet scabbard, gun sling, McKeever cartridge box with leather waist belt, complete, waist-belt adapter (for use with bayonet scabbard), or, in place of the cartridge box with waist belt, a woven cartridge belt provided with pockets and suspenders, such as is worn by regular troops in field service. With the United States magazine carbine the bayonet scabbard and gun sling will not be needed, unless the carbine has been altered under the provisions of paragraph 41.

Canteens, tin cups, haversacks, knives, forks, spoons, and meat cans will be supplied if so desired. Two sets of the authorized fencing equipment (Infantry) will also be supplied.

43. The Cavalry saber and scabbard of old design and the noncommissioned officer's sword and scabbard may be issued for the use of the officers and noncommissioned officers of corps of cadets. With the saber there will be supplied the necessary attachment for the leather belt and with the noncommissioned officer's sword the sliding frog, to enable this sword to be worn on the ordinary waist belt. Four sets of the authorized fencing equipment (Cavalry) will be supplied to those institutions having mounted detachments.

44. A limited number of Cavalry sabers and scabbards, with the necessary belts and horse equipments, will be issued for instruction and drill of mounted cadets when satisfactory evidence of their necessity for the purpose is presented. The horse equipments to be supplied are saddles, saddlebags, bridles, carbine scabbards, links, stirrups hooded, with guidon socket, and spurs and straps; all equipments to be of black leather.

45. When in the opinion of the Chief of Ordnance the supply on hand will permit, breech-loading field guns, as herein-after indicated, with their carriages, limbers, equipment, and implements, will be issued to military schools or colleges entitled to them under the provisions of paragraph 26 of this order:

2 3.2-inch steel guns.	2 primer pouches.
2 breech sights.	4 lanyards, new pattern.
2 breech-sight pouches.	1 wheel grease can.
2 front sights.	1 wheel grease can knife or spatula.
2 front-sight covers.	2 combined tompons and muzzle covers.
2 3.2-inch carriages and limbers.	2 breech covers.
2 sponges and rammers, bore.	1 sperm oiler.
4 rammers and sponges, combined.	2 pole props (for end of pole).
2 sponge covers, bore.	2 paulins, 12 by 12.
4 sponge covers, chamber.	4 gunners' haversacks.
2 combination screw drivers.	2 maneuvering handspikes.
2 gunners' gimlets.	1 water bucket, galvanized iron.
2 gunners' reamers.	2 prolonges.
2 priming wires.	
2 vent punches.	
2 vent covers.	

In addition to field guns, the issue to military schools or colleges entitled thereto under the provisions of paragraph 26

of this order of the following machine-gun equipment for each cadet-corps machine-gun platoon:

2 Colt automatic machine guns, caliber .30.	2 spare-part cases containing—
15 ammunition boxes with 2 belts each.	Continued.
1 belt loading machine.	Spare parts for guns—Con.
1 belt loading machine box.	4 firing-pin locks.
2 shoulder rests.	4 firing-pin springs.
2 spare barrels.	2 hammers.
2 spare-part cases containing—	4 handle locks.
Tools—	2 main springs.
2 oil cans.	4 retracting springs.
4 screw drivers.	4 sear springs.
2 wiping rods in three joints.	4 shell extractors.
2 operating handles.	4 shell-extractor pins.
4 0.5 wrenches.	4 shell-extractor springs.
6 drifts.	4 trigger springs.
Spare parts for belt loading machine—	Spare parts for tripods—
48 needles.	2 mount clamps.
4 needle screws.	2 leg bolts.
2 lower feed-wheel springs.	4 leg-bolt nuts.
2 lower feed-wheel spring screws.	2 saddle screws.
Spare parts for guns—	2 saddle-bracket clamps.
4 bolt pins.	Spare parts for mounts—
2 cartridge extractors.	2 gun pins with chains.
4 firing pins.	2 gun-pin lock screws.
	2 gun-pin chain screws.
	2 adjusting-screw nuts.
	2 arc clamps.
	2 arc-clamp stop screws.
	2 tripods and mounts with seat.
	2 tripod-leg fastening clips.

46. Issues of the stores above specified will be made by the Chief of Ordnance to any selected institution upon its filing a bond in the penal sum of double the value of the property, conditioned that it will fully insure against loss by fire, take good care of, and safely keep and account for the same, and will, when required by the Secretary of War, duly return the same, within 30 days, in good order to the Chief of Ordnance, United States Army, or such other officer or person as the Secretary of War may designate to receive them.

47. For practice firing there will be allowed annually to each selected institution having 3.2-inch field guns 100 blank cartridges and 300 friction primers. Projectiles will not in any case be issued for field guns.

48. The following allowances of rifle ball cartridges, blank cartridges, .22 caliber ball cartridges for gallery practice, and targets and target supplies are authorized, subject to the fol-

lowing rules, for educational institutions at which officers of the Army are detailed as professors of military science and tactics and for land-grant colleges having arms supplied by the Ordnance Department, and will not exceed \$30,000 in the aggregate for the one hundred such institutions:

The following maximum allowances for each student are prescribed for institutions at which practice is held as indicated—

(1) Forty rounds of rifle ball cartridges for each range, but not to exceed 120 rounds.

(2) Sixty rounds of .22 caliber rifle ball cartridges where gallery practice is held in addition to range practice.

(3) One hundred and twenty rounds of .22 caliber ball cartridges where gallery practice is held and no rifle ball cartridges are to be supplied during the fiscal year.

(4) Ten rounds of rifle blank cartridges.

(5) For any institution, such targets and target supplies as may be desired, but such issue will be made only in lieu of a corresponding monetary reduction of the ammunition allowance as determined for that institution.

The issue of one kind of ammunition in lieu of another kind is not authorized.

No credit will be given for fired shells, empty ammunition boxes, etc.

Any additional ammunition needed must be procured by colleges at their own expense from private manufacturers.

In addition to the ammunition provided for above, the issue annually of 2,400 ball cartridges, caliber .30, per gun for practice firings with Colt automatic machine guns is authorized. Blank cartridges are not issued for, nor used with, these guns.

49. The allowances of ammunition, and the targets, target supplies, dummy cartridges, which can be drawn in lieu of rifle-ball or gallery-practice ammunition, will be issued on requisitions certified to by the professor of military science and tactics or, in his absence, by the president of the institution, who will specify the actual facilities for gallery and range practice, the time allotted by the institution, and the number of students enrolled in the military department to whom opportunity is afforded by the authorities of the institution to participate in gallery or range practice, or both.

As annual allowances date in all cases from July 1 of each year, requisitions should be forwarded before or as soon after

that date as practicable for the current year's supply. Undrawn allowances of one year can not be drawn in the succeeding year.

50. All ordnance and ordnance stores issued to colleges must be kept insured against loss by fire for the benefit of the United States by the college authorities for their full invoice value, as shown in the bond, and the Chief of Ordnance promptly informed when and where the insurance is placed and date of expiration.

51. The transportation of ordnance and ordnance stores from the Government arsenals to institutions of learning and from institutions of learning back to Government arsenals is always without expense to the United States.

52. The colleges to which issues of ordnance and ordnance stores are made, under bonds given as required by law, will be required to keep said property in like good and serviceable condition as when issued by the Government, and for this purpose the spare parts, implements, appendages, and cleaning materials necessary will be sold to them at cost prices.

The sales authorized above of spare parts and appendages for small arms will be made by the commanding officer of the Rock Island Arsenal, Rock Island, Ill., or of the Springfield Armory, Springfield, Mass., and in case of other stores by the commanding officer of the Rock Island Arsenal, Rock Island, Ill. Application will be made to these officers by the president of the educational institution desiring the articles for the maintenance of the ordnance stores issued to them and should state that they are for this purpose. These sales are to be made under the provisions of the act of Congress approved May 11, 1908.

53. When ordnance and ordnance stores are returned to the Ordnance Department by any institution of learning, they will be carefully examined when received at the arsenal, and if they are found imperfect or unserviceable by reason of carelessness or causes other than legitimate use in service, the damage will have to be made good to the United States.

54. The cost of all missing property must be made good to the United States.

55. Ordnance stores which become unfit for use from any cause will, upon application of the president of the institution and the approval of the Chief of Ordnance, be sent to an arsenal without expense to the United States; provided, how-

ever, that in case of stores having become unfit for use through ordinary wear and tear in service, and not being worth shipment to an arsenal, the president of the institution may submit them to the inspector at any annual inspection, who, if satisfied of their unfitness for use, and that such unfitness resulted from ordinary wear and tear in service, shall cause their destruction in his presence. If upon submission of the stores to the inspector he shall determine that their unfitness resulted from causes other than ordinary wear and tear, he will not proceed with the inspection nor direct their destruction, but action shall be taken as first above provided. Ordnance stores upon reaching an arsenal will be inspected by an officer of the Ordnance Department, and if their condition is found to be due to the ordinary incidents of service they may be replaced with serviceable stores of like character; but if their condition is found to be due to carelessness or other than legitimate causes the extent of damage or value of missing stores will be determined by the Chief of Ordnance and must be paid by the institution before any new issue of stores is made. Ordnance stores destroyed by direction of an inspector may also be replaced with serviceable stores of like character.

56. The guns and carriages must not be allowed to remain out of doors with only the paulins as a protection from the weather, but they must be housed in a suitable building and habitually kept there except when used for drills or saluting purposes.

57. Regular property returns will be rendered semiannually to the Chief of Ordnance by each president or superintendent of an institution supplied with arms, etc., accounting for all ordnance and ordnance stores issued to the institution under his charge. These returns will be made on the blank forms to be supplied by the Chief of Ordnance.

58. Failure on the part of any institution of learning to comply with the foregoing regulations, or any others that may be prescribed by the Chief of Ordnance for the care, preservation, or accountability of any ordnance or ordnance stores issued to it by the United States, will be considered sufficient cause for the prompt withdrawal by the Secretary of War of the Government property in its possession.

59. Whenever any institution shall fail to return the public property in its charge within 30 days after demand made by the Secretary of War, the delinquency will be peremptorily

referred to the Attorney General that the bond of the institution may forthwith be put in suit.

The following instructions must be strictly observed in preparing the bond required to be furnished to the Chief of Ordnance, United States Army, before any arms, etc., can be obtained by any college:

60. A copy of the record giving the by-law, or resolution of the board of trustees or other governing body of the institution (including the fact of adoption of the resolution), showing the authority of the president or other officer to execute the bond on behalf of the corporation, authenticated as a true copy by the signature of the secretary and the corporate seal, must accompany the bond. Unless the resolution gives the name of the officer vested with authority to execute the bond, a copy of the record of the selection or recognition of the official character of such officer, similarly authenticated, must also be furnished.

61. A copy of the charter or articles of incorporation, authenticated by the secretary of state or other officer required by law to keep a record of such corporations, or a reference to the statute, if incorporated by direct legislative act, is also required.

62. The sureties must sign the bond, and their names must be written in the body thereof, together with their residence, including town, county, State, or Territory. If the bond is executed in the State of Maine, Massachusetts, or New Hampshire, a seal of wax, wafer, or other adhesive substance, not a mere scroll with a pen, must be attached opposite the signature of each person.

63. At least one witness is required to each signature.

64. There must be two sureties when individuals are the sureties. Each surety must justify by making oath that he is worth some specific sum at least equal to the full amount of the penalty over and above all his debts and liabilities. Two persons must not join in one affidavit. Each must subscribe his own oath separately. A certificate as to the sufficiency of the sureties must be made by a judge or clerk of a United States court, a United States district attorney, United States commissioner, or a judge or clerk of a State court of record, with the seal of said court attached, to the effect that to the best of his knowledge and belief each surety is worth over and above all debts and liabilities the sum stated in his affidavit of justification.

65. Incorporated surety companies which have complied with the requirements of the War Department will also be accepted as surety on the bond, and in this case only one surety is required.

66. A college corporation desiring ordnance and ordnance stores for the use of the college must furnish evidence that some one is authorized to execute in its behalf the bond which the law requires.

67. This authority can only be given by the governing body of the corporation, i. e., the body invested with authority to employ the faculty and make all other contracts in its behalf and designated in the charter of the corporation as board of regents, board of trustees, etc., and this body must give the authority in the formal way in which it does other business, the action taken being recorded as a part of the proceedings of the meetings at which it was taken. The evidence of this authority required to be furnished will be an extract from the record of the proceedings of the board of regents or board of trustees, showing that the board met in its official capacity, that a resolution was offered authorizing some person by name to execute the required bond for the corporation, and that this resolution was adopted; and this extract must be certified, under the corporate seal, to be a true extract from the record of the proceedings of the board by the secretary or other custodian of the records. His certificate that the authority has been conferred, or that such a resolution was passed, is not sufficient. The record speaks for itself, and a copy of so much of it should be furnished as will show that it purports to be a record of the board, that the resolution was offered, and that it was passed.

68. Great pains should be taken to use the name given to the corporation by its charter and to mention in the resolution the particular bond to be given.

69. It is desired that a copy of the charter be sent to the Chief of Ordnance, United States Army, Washington, D. C., also a copy (accompanied by certificate under corporate seal) of so much of the record of the election of the officers of the corporation as will show the election of the particular officer who is to execute the bond.

In calling for form of bond, it should be stated—

First. If the principals and sureties are individuals.

Second. If the principal is a corporation and surety an individual.

Third. If principal is an individual and surety a corporation.

Fourth. If both principal and surety are corporations.

As indicated above, there are four forms of bond, as follows:

1417. When principal and sureties are individuals.

1418. When the principal is a corporation and the sureties are individuals.

1419. When the principal is an individual and the surety a corporation.

1420. When principal and surety are corporations.

In calling for the blank forms of bond they may be called for as "Form No. 1417," "Form No. 1418," etc. (*G. O. 70, 1913—2087186, A. G. O., as amended.*)

131. Certificate to be issued to graduates of military schools and colleges.—1. The War Department will issue to the graduates of military schools and colleges, at which officers of the Army are detailed as professors of military science and tactics, who have pursued the military course, a certificate as follows:

This is to certify that _____ a graduate from _____ (class_____) has successfully completed the prescribed course in its military department, and having demonstrated his military capacity by examination, is recommended by the _____ and professor of military science and tactics at _____ as qualified mentally, morally, and physically for appointment as a _____ of Volunteers or Reserves, and that this recommendation has been made of record in the War Department.

In order that a record of this certificate may remain on the files of the War Department, the recipient is required to keep The Adjutant General of the Army advised of any change in permanent address.

Secretary of War.

2. The examination referred to in the certificate will be both written and practical and will be conducted by the professor of military science and tactics, under instructions from the War Department. (*Bul. 38, 1915—2270345, A. G. O.*)

ARTICLE XV.

PUBLIC PROPERTY AND FUNDS.

PROPERTY.

132. Contracts for construction or supplies, protest against awards.—In cases where contracts for construction or contracts for the manufacture or purchase of supplies are made the subject of competition, notice shall promptly be given to all persons affected thereby of any protest or objection against the awarding of a contract to any particular bidder, in order that if the parties interested so desire they may take action in their own behalf before further steps are taken in the matter of awarding the contract. (*Par. III, G. O. 25, 1914—2142041, A. G. O.*)

133. Standards of reference for wires and cables.—1. In all specifications, purchases, orders, contracts, requisitions, and other communications concerning the purchase, inspection, and issue of all types of wires and cables by the War Department, reference will be made to the size of wires and cables by stating, for solid copper and iron wire, the diameter in thousandths of an inch (mils) and for stranded copper cable the cross sectional area in circular mils. In referring to sizes of stranded copper conductors, a statement shall be made as to whether standard stranded cable or flexible stranded cable is intended.

2. For copper wire the American wire gauge (also known as the B. & S. gauge) and for iron and steel wire the steel-wire gauge (also known as "Washburn & Moen," "Roebling," and "American Steel Wire Co.'s" gauge) are adopted as the standards of reference.

3. The following tables show the diameter of various wires in mils and the corresponding gauge number of the wire. The standard sizes in mils indicated are the sizes of the corresponding gauges rounded off to about the usual limits of commercial accuracy. In the case of steel or iron wire, as custom has sanctioned the use of the Birmingham wire gauge

(B. W. G.), a parallel column has been added to the steel and iron wire table showing for purposes of comparison the diameters of the wires of this gauge.

TABLE No. I.—*Copper wire, solid.*

War Department standard sizes; diameter in mils.	American wire gauge (B. & S. gauge) number.	War Department standard sizes; diameter in mils.	American wire gauge (B. & S. gauge) number.
460.....	0000	36.....	19
410.....	000	32.....	20
365.....	00	28.5.....	21
325.....	0	25.3.....	22
289.....	1	22.6.....	23
258.....	2	20.1.....	24
229.....	3	17.9.....	25
204.....	4	15.9.....	26
182.....	5	14.2.....	27
162.....	6	12.6.....	28
144.....	7	11.3.....	29
128.....	8	10.0.....	30
114.....	9	8.9.....	31
102.....	10	8.0.....	32
91.....	11	7.1.....	33
81.....	12	6.3.....	34
72.....	13	5.6.....	35
64.....	14	5.0.....	36
57.....	15	4.5.....	37
51.....	16	4.0.....	38
45.....	17	3.5.....	39
40.....	18	3.1.....	40

TABLE No. II.—*Copper cable, stranded.*

War Department standard sizes; circular mils.	American wire gauge (B. & S. gauge) number.	Standard strands.			Flexible strands.		
		Number of wires.	Diameter of each wire in mils.	Outside diameter of conductor in mils.	Number of wires.	Diameter of each wire in mils.	Outside diameter of conductor in mils.
2000000.....		127	125.5	1631	169	108.8	1632
1900000.....		127	122.3	1590	169	106.0	1590
1800000.....		127	119.1	1548	169	103.2	1548
1700000.....		127	115.7	1504	169	100.3	1504
1600000.....		127	112.2	1459	169	97.3	1460
1500000.....		91	128.4	1412	127	108.7	1413
1400000.....		91	124.0	1364	127	105.0	1365
1300000.....		91	119.5	1315	127	101.2	1315
1200000.....		91	114.8	1263	127	97.2	1264
1100000.....		91	109.9	1209	127	93.1	1210
1000000.....		61	128.0	1152	91	104.8	1153
950000.....		61	124.8	1123	91	102.2	1124
900000.....		61	121.5	1093	91	99.4	1094
850000.....		61	118.0	1062	91	96.6	1063

TABLE NO. II.—*Copper cable, stranded—Continued.*

War Department standard sizes; circular mils.	American wire gauge (B. & S. gauge) number.	Standard strands.			Flexible strands.		
		Number of wires.	Diameter of each wire in mils.	Outside diameter of conductor in mils.	Number of wires.	Diameter of each wire in mils.	Outside diameter of conductor in mils.
800000.....		61	114.5	1031	91	93.8	1031
750000.....		61	110.9	998	91	90.8	999
700000.....		61	107.1	964	91	87.7	965
650000.....		61	103.2	929	91	84.5	930
600000.....		61	99.2	893	91	81.2	893
550000.....		61	95.0	855	91	77.7	855
500000.....		37	116.2	814	61	90.5	815
450000.....		37	110.3	772	61	85.9	773
400000.....		37	104.0	728	61	81.0	729
350000.....		37	97.3	681	61	75.7	682
300000.....		37	90.0	630	61	70.1	631
250000.....		37	82.2	575	61	64.0	576
212000.....	0000	19	105.5	528	37	75.6	533
168000.....	000	19	94.0	470	37	67.3	471
133000.....	00	19	83.7	418	37	60.0	420
106000.....	0	19	74.5	373	37	53.4	374
83700.....	1	19	66.4	332	37	47.6	333
66400.....	2	7	97.4	292	19	59.1	296
52600.....	3	7	86.7	260	19	52.6	263
41700.....	4	7	77.2	232	19	46.9	234
33100.....	5	7	68.8	206	19	41.7	209
26300.....	6	7	61.2	184	19	37.2	186
20800.....	7	7	54.5	164	19	33.1	166
16500.....	8	7	48.6	146	19	29.5	147

TABLE NO. III.—*Steel and iron wire, solid.*

War Department standard sizes, diameter in mils.	Steel wire gauge number.	Diameter in mils of corresponding number of B. W. gauge.
225.....	4	238
207.....	5	220
192.....	6	203
177.....	7	180
162.....	8	165
148.....	9	148
135.....	10	134
120.....	11	120
105.....	12	109
92.....	13	95
80.....	14	83
72.....	15	72
63.....	16	65
54.....	17	58
47.....	18	49

134. Procurement of stores and performance of services by one bureau of War or Navy Departments for another bureau.—The following statutory provisions are published for the information and guidance of all concerned:

That hereafter when one bureau of the War or Navy Departments procures by purchase or manufacture stores or material of any kind or performs any service for another bureau of such departments the funds of the bureau or department for which the stores or material are to be procured or the service performed may be placed subject to the requisition of the bureau or department making the procurement or performing the service for direct expenditure by it: *Provided*, That when the stores being procured are for current issue during the year stores of equal value may be issued from stock on hand in place of any of those aforesaid. (Army appropriation act of Mar. 4, 1915.)

SEC. 4. That the reappropriation and diversion of the unexpended balance of any appropriation to a purpose other than that for which it was originally made shall be construed and accounted hereafter as a new appropriation and the unexpended balance shall be reduced by the sum proposed to be so diverted. (General deficiency appropriation act of Mar. 4, 1915.) (*Par. II, Bul. 16, 1915—2279556, A. G. O.*)

135. Sale of empty barrels, scrap, etc., without action of inspector.—Paragraph 679, Army Regulations, is construed as permitting the sale of empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, without the action of an inspector.

Whenever awards are made by the responsible officers providing for the disposition of such waste products by sale, a report will be made to the head of the staff department to which the property pertains, giving in detail the kinds and quantities of the stores sold and their selling prices. (*Cir. 17, 1908—1322238, A. G. O.*)

136. Unit accountability equipment.—Accountability, maintenance, etc.:

1. *Classification of property.*—Hereafter for the purpose of accounting for Government property (engineer, ordnance, and signal property) in the hands of organizations for which unit accountability equipment is prescribed, it will be divided into classes, as follows:

Equipment "A" is the equipment prescribed for use in campaign, in simulated campaign, or on the march. It is limited

to the animals and vehicles prescribed in the Tables of Organization, the equipment and clothing worn on the person, and the articles carried on mount, and transported in field, combat, and divisional trains.

Equipment "B" is the equipment which, in addition to equipment "A," is prescribed for the use of troops in mobilization, concentration, instruction, or maneuver camps; and during such pauses in operations against an enemy as permit the better care of troops.

Equipment "C" is the sum of equipments "A" and "B."

Garrison equipment is the equipment prescribed for use in garrison only.

2. *Unit accountability equipment and accountability therefor.*—The unit accountability equipments comprising the engineer, ordnance, and signal property of the various organizations will consist of articles of "A" and "B" equipment prescribed in the unit accountability equipment manuals for the authorized strength, and will be accounted for by organization commanders on returns (Form No. 451, A. G. O.) to be rendered to the chiefs of the staff departments concerned on December 31 and June 30 of each year. In case of complete transfer of the unit accountability equipment, the transferring officer will render a final return on which he will certify that he has turned over the equipment to his successor, and the receiving officer will, on the same return, acknowledge receipt of the equipment.

The returns of unit accountability equipment ("A" and "B") will be submitted to the commanding officer for direct transmission to the chiefs of bureaus concerned.

3. *Accountability and responsibility for other Government property.*—All garrison equipment and other Government property in the hands of organization commanders, except that held under unit accountability, will be held on memorandum receipt from the various post or other designated supply officers, who will render to the chiefs of the staff departments concerned returns as at present for all property for which they are accountable.

4. *Maintenance of the unit accountability equipment.*—
(a) Organization commanders will be held responsible that the unit accountability equipment of their respective organizations is at all times complete and serviceable. When any articles of the unit accountability equipment, except those

under charge of armament officers and not specifically listed in War Department publications or orders as subject to the action of a surveying officer (certain articles under charge of armament officers are listed in War Department publications as subject also to the action of a surveying officer) are lost, destroyed, or become unserviceable through fair wear and tear, and are no longer repairable with the facilities available in the organization, post, or district, the organization commander will secure the necessary approved expenditure list, survey reports, or inventory and inspection reports to cover the same. These vouchers, in duplicate, will be turned over to the post supply officer or other designated issuing officer, who will issue the articles necessary to replace those lost, destroyed, found unserviceable and destroyed, or turned in to him for shipment to an arsenal or depot, in accordance with the regulations governing such shipments. For the excepted articles of Artillery and machine-gun matériel under charge of armament officers and not specifically listed in War Department publications or orders as subject to the action of a surveying officer, organization commanders will communicate directly with the armament officer in all cases requiring replacement or repair by means not provided within the organization.

(b) In case any articles of this equipment become unserviceable from any cause and are no longer repairable with the facilities available, or are lost or destroyed, and are needed for immediate use, they will be replaced at once by the supply officer upon a certificate signed in duplicate by the organization commander setting forth the facts, the articles required, and that he will furnish a proper voucher to cover same. The supply officer will drop from his return under these certificates the articles so issued. The organization commander receiving such articles will file with his next return, forwarded to the chief of the supply department concerned, a regular voucher as required by existing orders and regulations to cover the articles enumerated on his certificates furnished the supply officer. When issues are so made the total money value of the articles issued will constitute a money charge against the organization commander until he shall have been relieved of such charge by the submission of the vouchers referred to in his certificate.

(c) In all cases where old serviceable or cleaned and repaired articles are in the hands of the issuing officer, they

will be issued instead of new articles. Organization commanders to whom articles are issued will acknowledge the receipt of such articles either (a) upon the approved expenditure lists, survey or inventory and inspection reports, statement of charges on pay rolls, or other evidence of final disposition now required by regulations, or (b) in the absence of the ability to supply such evidence immediately the receipt will appear upon the organization commander's certificate referred to above.

(d) In case all the articles covered by such vouchers are not replaced at one time, the acknowledgement of such as are actually replaced at the time the vouchers are turned over to the supply officer will be made on Form No. 544, A. G. O. (credit voucher), Replacement of articles of unit accountability equipment, and the articles remaining due when replaced will also be receipted for on this form.

(e) If on the administrative examination of the property returns of the issuing officer any voucher submitted by an organization commander, under the provisions of this paragraph, is disallowed, the organization commander that submitted the voucher will be charged with the accountability and will be required to furnish satisfactory vouchers, or to replace the property, or to pay the money value thereof.

5. *Supply officers.*—In garrison designated supply officers representing the various supply departments, or line officers, are appointed by the post commander for each post under the provisions of paragraphs 206, 254, and 255, Army Regulations, unless for purposes of supply two or more are grouped together by War Department orders.

In the field issues will be made by designated supply officers who will be appointed by the commanding officer of the instruction, maneuver, mobilization, or concentration camp, or of a tactical unit serving separately with reference to supply.

Such accountable supply officers as make issues to organizations will keep the records and render the returns and reports of cost of maintenance required by paragraph 9 of this order.

6. *Ammunition for target practice and for other authorized firing.*—Ammunition required by organization commanders for authorized target practice, instruction firing, etc., will be furnished on memorandum receipt by post ordnance officers

or other issuing officers, and at the end of each accounting period the organization commander will furnish the accountable officer with a voucher properly executed on Form No. 19, Office Chief of Ordnance, to cover all ammunition that has been actually expended for authorized purposes during the period. At the end of the calendar year any of the ammunition not actually expended will be returned to the accountable officer and the memorandum receipts withdrawn by the responsible officer. An organization holding ammunition on memorandum receipt will, upon departing for duty at another post, furnish the accountable officer a voucher on Form No. 19, Office Chief of Ordnance, to cover all ammunition actually expended and turn in to the accountable officer all ammunition remaining on hand not pertaining to the unit accountability equipment.

7. *Expendable articles.*—(a) Organization commanders, having unit accountability equipment, may obtain from the post, or other authorized supply officers, on requisition receipt blanks (Form No. 543, A. G. O.), executed in duplicate, such quantities of expendable parts, materials, and supplies as are listed in the supply tables and are within the authorized money allowance, when such money allowance is prescribed. In any case the value of the material so issued under requisition and receipt voucher (Form No. 543, A. G. O.) will be charged against the cost of maintenance of the organization, and the property will be dropped by the supply officer under that voucher as expended. When practicable, issues of expendable material will be made to each organization quarterly.

If conditions arise which, in order to maintain equipment in a serviceable condition, require the issue of expendable materials in excess of the authorized money allowance, the requisition therefor with an explanation of the necessity for the issue will be forwarded to the chief of the supply department concerned, except in the Philippines and Hawaii, where the action of the department commander will be final.

Expendable articles issued to organizations without unit accountability equipment will be covered by exchange of regular property invoices and receipts and the property regularly accounted for, by both the issuing and receiving officers, as at present.

(b) Articles which may be especially so published by any supply department as expendable under the following conditions will be replaced by supply officers upon the certificate of the organization commander that the articles are unserviceable from fair wear and tear in the service and the certificate of the post or regimental commander that they are not economically repairable and have no salable value. Lists of such expendable articles followed by the above certificates properly signed, and including the certificate of an officer that all material not useful for repair has been destroyed, will be filed as vouchers to the supply officer's returns.

8. *Surplus at posts.*—Supply officers will, so far as practicable, anticipate the needs of the organizations with whose supply they are charged. To this end they will carry on hand within the limits prescribed by the various supply departments such quantities of equipment and supplies in addition to current requirements as the conditions under which they are serving would warrant. Should it become desirable to increase or decrease the limits prescribed either for maintenance of the unit accountability equipment of organizations, or, in the case of engineer equipment and supplies, to meet special needs, authority will first be obtained from the chief of the supply department concerned. Requests for such authority will state reasons therefor.

Requisitions will normally be submitted prior to January 1 and June 30 of each year for the following six months if storage facilities permit; otherwise they will be submitted quarterly. When submitting these requisitions, the supply officer will furnish a statement showing the quantities of the articles requested, which were issued, or called for but not issued though authorized, during the preceding six months' period or quarter; the quantities on hand; and the maximum authorized reserve, for the organizations with whose supply he is charged, together with appropriate brief explanation of any unusual request.

9. *Cost of maintenance.*—(a) The methods should be such that the cost obtained is the actual cost to the United States of supplying the organization with the particular equipment in question. On account of the difficulty of fixing a just credit to be given an organization for property that has been used by

it, and turned in unserviceable but still repairable, it is desired, whenever practicable, that such property be retained in the organization until no longer repairable.

(b) Each post supply officer, or other designated issuing officer, will keep on the prescribed form (Form No. 450, A. G. O.), Record of Cost of Maintenance, an account of the money value of all "A" and "B" equipment, certain designated articles of garrison equipment, and supplies, expendable and nonexpendable (including quartermaster property), issued to or received from organizations provided with the unit accountability equipment, except of articles issued to replace those charged to officers or enlisted men, and to replace those lost and charged to transportation companies, etc. The cost of maintenance will also include the charge for cleaning materials, spare parts, etc., required to maintain in serviceable condition property issued on memorandum receipt. All entries on a record of cost of maintenance pertaining to unit accountability material must be covered by a voucher to the return of the supply officer on which is shown the total value of such entry. Entries on this record on account of charges for garrison equipment will have entered in the record the number of the memorandum receipt, thus: 7 (mem.). Organization commanders will, upon request, be informed of the status of their cost of maintenance account.

(c) For each organization of mobile Artillery separate records of cost of maintenance will be kept as follows: One for arms, personal, organization, and horse equipment, harness, and parts pertaining thereto; the other for Artillery matériel under charge of an armament officer.

(d) When a transfer of property, with corresponding entries on the record of cost of maintenance, results from an authorized increase or decrease in the strength of an organization or from the change from an old to a new model of equipment, such entries will be identified by appropriate notes as "change in authorized strength" or "new model to replace serviceable old model" and will not be included in the total actual cost of maintenance for the period, but will be totaled separately.

(e) In computing the value of these and other issues or receipts, the prices given in the unit accountability equipment manuals and tables of credits will be used regardless of the models in question. When prices are not otherwise furnished

the price list will govern. When serviceable property (except Field Artillery matériel, etc., which is under the supervision of armament officers) which has been used is to be turned in or issued, the value thereof will be determined by a surveying officer and entered by him on the voucher of transfer. These values so determined will hold for future issues in so far as it is practicable and equitable. Similar action will be taken in the case of cleaned and repaired stores whose price is not published.

(f) The cost of all repairs directed by or made under the supervision of an armament officer will be reported by him to the local supply officer for charge, as directed herein, on the proper record of the cost of maintenance. When an armament officer directs that Artillery or machine-gun matériel or parts be turned in for repairs or replacement, the receiving arsenal will report the cost of repairs to the armament officer for transmission to the local supply officer.

(g) When an organization changes station during the accounting period a copy of its records of cost of maintenance (Form No. 450, A. G. O.), together with a statement of its remaining credits under the various money allowances, will be forwarded by the old supply officer through the commanding officers of the old and new stations to the new supply officer.

(h) Each post supply officer or other designated supply officer will render, through the commanding officer, to the chief of his department or corps, a report (Form No. 449, A. G. O.), showing the cost of maintenance of each organization having a unit accountability equipment, and to whom issues have been made in the preceding six months, but no record of cost of maintenance will be kept in the case of organizations engaged in operations in the field in time of war.

10. *Economy of maintenance and condition of equipment to be considered by officers rendering prescribed efficiency reports of organization commanders.*—Officers making the prescribed efficiency reports will consider the condition of equipment and the economy with which an organization has been maintained. In determining this, due consideration will be given to the length of time the particular officer has commanded the organization, the nature of its service, and all other circumstances which would affect the deterioration of the equipment.

11. *Increase or decrease in authorized strength.*—Should the authorized strength of an organization be increased, the post supply officer or other issuing officer will, upon application of the organization commander, issue the necessary additional equipment, the organization commander citing on his receipt therefor the number, date, and source of the order authorizing the increase. Should the authorized strength of an organization be decreased, or should it be necessary for any reason to turn in surplus equipment, the surplus will be invoiced to the proper supply officer, whose receipt therefor, with notations thereon of the authority for the transfer, will be filed by the organization commander with his next return. Surplus equipment to be turned in should be new and unused, if such is on hand; otherwise, the most serviceable that is on hand, and supply officers or other issuing officers will receive and receipt for such serviceable surplus equipment which has been passed upon by a survey officer who will also determine its value as prescribed in section (e), paragraph 9 of this order.

12. *Completion of equipment.*—One of the reasons for changing to the unit accountability method of accounting for property was to lessen the paper work of organization commanders in connection with rendering property returns. To this end it is desired that every such commander endeavor at all times, but especially as the accounting time approaches, or when a transfer is to be made to another officer, to see that the full authorized equipment is on hand, and no more.

13. *Organizations with unit accountability equipment.*—Unit accountability equipments for organizations are prescribed as follows:

Engineer Unit Accountability Equipment Manual, Form No. 452, A. G. O.:	Light Artillery Unit Accountability Equipment Manual (3-inch), Form No. 456, A. G. O.:
Band.	Regimental headquarters and band.
Battalion headquarters. Company.	Battalion headquarters. Battery.
Cavalry Unit Accountability Equipment Manual, Form No. 459, A. G. O.:	Mountain Artillery Unit Accountability Equipment Manual (2.95- inch), Form No. 453, A. G. O.:
Headquarters troop.	Regimental headquarters and band.
Machine-gun troop.	Battalion headquarters. Battery.
Squadron.	
Troop.	

Horse Artillery Unit Accountability Equipment Manual (3-inch), Form No. 454, A. G. O.:	Coast Artillery Unit Accountability Equipment Manual, Form No. 457, A. G. O.:
Regimental headquarters and band.	Band.
Battalion headquarters.	Battalion headquarters.
Battery.	Company.
Heavy Field Artillery Unit Accountability Equipment Manual (4.7-inch gun), Form No. 455, A. G. O.; (4.7-inch howitzer), Form No. 533, A. G. O.; (6-inch howitzer), Form No. 534, A. G. O.:	Infantry Unit Accountability Equipment Manual, Form No. 458, A. G. O.:
Regimental headquarters and band.	Headquarters company.
Battalion headquarters.	Machine-gun company.
Battery.	Supply company.
	Company.
	Philippine Scouts—
	Battalion sergeant major.
	Company.

14. *Organizations without unit accountability equipment.*—Organizations for which no unit accountability equipment is prescribed will continue to account for property as at present, except that returns for engineer property will be rendered June 30 and December 31, instead of March 31 and September 30. (*G. O. 52, 1915—2000489 U, A. G. O.*)

137. *Organizations with unit accountability equipment changing station.*—Organizations provided with unit accountability equipment when changing permanent station will retain in their possession, if provided with them, the gallery practice rifles, caliber .22, and appendages, seal stamps, and saddlecloths, service (for enlisted men), held on memorandum receipt by them, and will be provided with such arm chests as may be required for the journey by the proper supply officer. The accountable officer at the station from which the organization is leaving will invoice these articles to the accountable officer at the new station and transfer the memorandum receipts covering the articles to the latter officer.

When an organization holding horse covers on memorandum receipt changes station and needs to retain the horse covers in its possession, the necessary instructions will be given by the department commanders concerned. If retained by the organization, the transfer of accountability will be accomplished in the same manner as prescribed in the preceding paragraph, and the transfer of accountability for horse covers held by organizations serving in the field, which for any reason have their supply officers changed, will be handled

in a similar manner. (*Par. III, G. O. 6, 1914—2121216, A. G. O.*)

138. Inspection of steam boilers.—1. All steam boilers—portable, stationary, or marine—which are to be operated at 20 pounds or more steam pressure, procured or installed by the Engineer Department or the Quartermaster Corps and in service, will be inspected by representatives of the United States Steamboat Inspection Service at least once a year.

2. The boilers to be inspected are classified for the purposes of this order, as follows:

(a) All marine boilers pertaining to the Engineer Department.

(b) All other boilers, stationary or portable, pertaining to the work of the Engineer Department except those installed at coast defenses and consuming fuel supplied by the Quartermaster Corps.

(c) All boilers installed at coast defenses which have been supplied by the Engineer Department and which consume fuel supplied by the Quartermaster Corps.

(d) Stationary and portable boilers at coast defenses procured or installed by the Quartermaster Corps.

(e) Stationary and portable boilers at mobile army stations pertaining to the Quartermaster Corps.

(f) Marine boilers pertaining to the Quartermaster Corps.

3. With a view to economy in expenses incident to inspections, all boilers of classes (c) and (d) installed in the same harbor will be inspected at the same time. Request for authority for such inspection, including a statement of the estimated cost thereof, the number of boilers of each class to be inspected, and the proportion of the cost of inspection to be charged to each class, will be made to the Chief of Engineers by the district engineer officer after communicating with the coast defense commander in reference to the boilers under his charge. When satisfactory arrangements have been made by the Quartermaster General and the Chief of Engineers, the latter will authorize the district engineer officer to secure the services of the boiler inspector. In cases where it is practicable and will result in economy of inspection expenses, the inspection of any boilers in the vicinity pertaining to classes (a), (b), (e), and (f) will be combined with the inspection of classes (c) and (d). The district engineer officer will ascertain by inquiry of the proper officials whether such com-

bination of inspections can be advantageously made and if not will so state in his request for authority for inspection. In case the inspection of boilers of class (a), (b), (e), or (f) can not advantageously be combined as indicated above, their inspection may be separately arranged for with the local boiler inspector and without securing antecedent authority therefor; arrangements for the inspection of boilers of classes (a) and (b) will be made by the proper district engineer officer; and for those of classes (e) and (f) by the department quartermaster, who, in forwarding the inspection report to the Quartermaster General as prescribed below, will state the reasons for not combining the inspection of the boilers reported on with boilers of classes (c) and (d).

4. The officer arranging for the inspection with the boiler inspector will be solely responsible that inspections of all boilers covered by his request are made at the proper time, and will see that all needed assistance and facilities, including the necessary pumps for making hydrostatic tests, are furnished to the inspector, and the officer in immediate charge of each boiler will furnish such assistance as may be practicable upon the request of the officer arranging for the inspection. A competent employee, familiar with the boiler to be inspected, will be present while each boiler is being inspected to give the inspector any authentic information needed.

5. In the case of all boilers pertaining to the Engineer Department of classes (a), (b), and (c), information will be prepared for the inspector for each boiler on E. D. Form 42e. This information will be compiled under the direction of the district engineer officer prior to the inspection and, together with available blue prints of each boiler to be tested, will be held available for the information of the boiler inspector in preparing his report of inspection. One copy of E. D. Form 42e, properly filled out for each boiler, will be kept on file in the district engineer office until the next annual inspection is made, at which time a new statement will be prepared and the old one destroyed. In the event that a piece of plant containing a boiler is transferred to another district, copies of the last boiler-inspection report and of the data furnished the inspector, made by the district from which the plant was transferred, will be furnished for the files of the office to which the plant was transferred for use when the next inspection of the boilers is made.

6. In the case of boilers pertaining to the Engineer Department (of classes *a*, *b*, and *c*), the responsibility rests with the district engineer officer that all needed information is correctly furnished to the boiler inspector; in the case of boilers pertaining to the Quartermaster Corps (of classes *d*, *e*, and *f*), such responsibility rests with the officer in immediate charge of the boiler to be inspected.

7. For boilers of classes (*b*), (*c*), (*d*), and (*e*), War Department Form No. 34 will be used for the inspector's report. The inspector will be furnished with one blank copy of this form for each boiler to be inspected, and will submit a separate report for each boiler upon these forms. The officer, or a competent employee, in immediate charge of the boiler, will in each case supervise the inspection and preparation of the report in order that it may be complete in all details. In the case of boilers of class (*b*), the original report will be filed in the district engineer office, and a copy will be prepared and posted in the engine room. In the case of boilers of classes (*c*), (*d*), and (*e*), the officer in immediate charge of the boiler will add to the report of inspection such remarks and recommendations thereon as the case may require; he will then retain one copy and forward the original to the officer who arranged for the inspection; the latter officer will forward the original reports to the head of his own staff department after retaining such copies or extracts as may be desired. All original reports thus forwarded to the Chief of Engineers will be transmitted to the Quartermaster General.

8. For boilers of classes (*a*) and (*f*) the report of inspection will be made on Form 840-B of the United States Steamboat Inspection Service. In the case of boilers of class (*a*) the original report will be filed in the district engineer office and a copy will be prepared and posted in the engine room. In the case of boilers of class (*f*) the report will be forwarded by the officer arranging for the inspection to the head of his staff department in Washington for file in the Quartermaster General's Office.

9. In all cases where the boiler pressure gauge is found to register inaccurately, the boiler inspector will be required to set the gauge so as to register correctly at working pressure. This request upon the inspectors is made with the approval of the assistant inspector general of the United States Steamboat Inspection Service.

10. The officer in immediate charge of any boiler of classes (c), (d), (e), and (f) will report through military channels to The Adjutant General of the Army any such boiler which is in service and has not been inspected by a representative of the United States Steamboat Inspection Service within one year and three months.

11. In the case of boilers and steam pipes of steamers operated by the Quartermaster Corps, which have been in service less than 10 years, drilling will not be resorted to by inspectors in order to ascertain the thickness of the material until it shall have been determined that the thickness can not be properly ascertained in any other manner. Every effort will first be made to obtain such data, either from working drawings of the machinery of the boats on file in the local quartermasters' offices, or upon application to the Quartermaster General of the Army. (*Par. I, G. O. 52, 1914, as amended by Par. VI, G. O. 63, 1914—2173268, and 2173268 A, A. G. O.*)

FUNDS.

139. Disbursing officers in Porto Rico and Philippine Islands.—Disbursing officers of the War Department stationed in Porto Rico and the Philippine Islands, being far remote from designated depositories, are authorized to keep, at their own risk, money received in coin or currency which they may be authorized to disburse and such moneys as may be officially intrusted to them for disbursement. (*G. O. 22, 1899, and Par. I, G. O. 89, 1899.*)

140. Disbursing officers in Alaska.—Disbursing officers of the War Department stationed in Alaska, being far removed from designated depositories, are specially authorized by the Secretary of War—

First. To keep in their personal possession, at their own risk, (1) such funds as may be officially intrusted to them for disbursement; (2) currency received in exchange for official checks under the following paragraph of this order.

Second. To exchange their official Government checks for United States currency required to pay authorized indebtedness of the Government with any United States postal official, any officer of the Signal Corps, or any officer of the Quartermaster Corps.

In drawing checks for amounts to be retained in personal possession, disbursing officers should see that the following

requirement of Treasury Circular of April 17, 1899, is strictly complied with:

The object or purpose to which the avails are to be applied in case of any check drawn by a disbursing officer of the Army for an amount to be retained in his possession by authority of the Secretary of War * * * must be clearly indicated by a statement on the check that it is to obtain cash to hold in personal possession and date of authority to so hold funds given. (*G. O. 120, 1905—1038280, M. S. O.*)

141. Cashbooks and checks.—1. All disbursing officers of the War Department are required to enter daily the cash receipts in the cashbook, so that the accounts of an officer will be in proper condition for inspection at the close of any day.

2. The object for which a check is drawn and the number or other necessary description of the voucher will be stated on the check stub or register of checks issued, as well as on the face of the check, as prescribed in paragraph 600, Army Regulations. (*Par. I, G. O. 58, 1914—2172828 A, A. G. O.*)

142. Indorsements on checks and Treasury warrants.—In order to insure against delay or possible loss in the matter of payment of Treasury warrants and checks of disbursing officers, the indorsements thereon must be written in ink or indelible pencil and must correspond in spelling with the name of the payee on the face of the warrant or check. (*Par. III, Bul. 40, 1915—2341982, A. G. O.*)

143. Lists of outstanding checks.—In the preparation of lists of outstanding checks, disbursing officers of the War Department will, in each instance, use Form No. 3a, I. G. D., utilizing one line for each item. (*Par. III, G. O. 65, 1913—2082365, A. G. O.*)

144. Computation of annual or monthly pay.—The act of Congress approved June 30, 1906 (34 Stat., 763), prescribing rules for division of time and computation of pay for services rendered by persons in the service of the United States whose compensation is annual or monthly is construed by the comptroller as requiring that—

1. Each calendar month shall consist of 30 days, and the computation of salary shall be by each month separately, one-twelfth of an annual salary constituting the compensation for each month.

2. One-thirtieth of a monthly installment of salary is to be allowed for each day of service from the 1st to the 30th,

inclusive. The last day of February counts as three days of service for pay purposes (two days in leap years).

3. The 31st day of a month enters into the computation of salary only where there is one day's absence in a non-pay status on that day—that is, absence in a nonpay status did not occur also on the 30th. For such absence on the 31st one day's pay is forfeited. (*Bul. 45, 1914—1150187 A, M. S. O.*)

145. Delay in returning certificates of deposit.—1. In view of the receipt of a communication from the Assistant Secretary of the Treasury calling attention to the delay in returning to the Treasury Department, properly indorsed, certificates issued for deposits of money to the credit of the Treasurer of the United States by officers of the Army, it is directed that depositing officers be instructed to strictly observe the requirements of paragraph 612, A. R., 1913.

2. Hereafter, when certificates of deposit are received by bureaus and offices of the War Department, immediate action will be taken to properly indorse them. Should it be found that the information necessary to their prompt indorsement is not in hand, the depositing officer will be at once communicated with and his attention called to the foregoing regulation, with the advice that failure to comply therewith with respect to future deposits of money by him will cause a report to be made to The Adjutant General of the Army for record against his efficiency.

3. Chiefs of bureaus and officers of the War Department will, at the end of each week, report to the Assistant and Chief Clerk of the War Department the number of certificates of deposit remaining on hand, with a brief statement of reasons for their not being acted upon.

4. All certificates of deposit will hereafter be returned to the Treasury Department through the Division of Requisitions and Accounts, Office of the Secretary of War. (*War Dept. Cir., Nov. 10, 1915; Par. I, Bul. 37, 1915—2342282, A. G. O.*)

146. Delinquency in rendition of money accounts.—The requirements of the law as expressed in paragraph 627, Army Regulations, 1913, will be strictly observed by disbursing officers, and hereafter any disbursing officer who may be delinquent in rendering his money accounts will, at the time of forwarding the delinquent account, furnish the chief of the bureau concerned with a full explanation of the

reason for or cause of the delinquency. Where the delinquent is an officer of the Army, and in the opinion of the chief of the bureau concerned his explanation is not considered satisfactory, it shall be the duty of said chief of bureau to report the delinquency to The Adjutant General of the Army, with such recommendation as may be deemed advisable.

Nothing contained herein is to be construed as rescinding or modifying such authorizations as may have been, or may hereafter be, given in individual cases relaxing the requirements that accounts be mailed within the 10-day limit. (*Par. I, G. O. 11, 1914—2120129, A. G. O.*)

147. Expenditure of funds for purposes other than those for which appropriated.—Information having reached the War Department that funds appropriated for certain purposes have been applied to other purposes and vouchers stated which did not correctly describe the object for which the money was expended, the attention of all disbursing officers of the Army is directed to section 3678, Revised Statutes of the United States, which provides that—

All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others; and to the act of Congress approved March 4, 1911, which provides—

That whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for, or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall, with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than \$5,000, or imprisoned not more than ten years, or both.

Scrupulous care will be exercised by all officers, enlisted men, and civilians whose duties pertain to the disbursement

of public funds, to the end that the law be strictly observed and that a practice so dangerous and so fraught with possibilities of wrongdoing be stopped. (*Par. II, G. O. 1914—2076242, A. G. O.*)

148. Vouchers for advertisements.—All vouchers in payment for the publication of advertisements shall be accompanied by properly certified copies of the authority in strict compliance with section 3828, United States Revised Statutes. (*Cir. 6, 1905—972420, M. S. O.*)

149. Special deposit account, disbursing and collecting officers.—1. In order to carry into effect the views of the Comptroller of the Treasury relative to the rendition of a special account by all disbursing and collecting officers of the War Department who collect moneys the correct amount of which has not been determined at the time of receipt, and refundment is involved, or which, for any reason, must be held until their nature and place in the officer's regular account have been determined, the following War Department standard forms have been approved for use in the preparation and rendition of a "Special Deposit Account":

Form No. 30, Special Deposit Account Current.

Form No. 31, Schedule of Receipts and Deposits.

Form No. 32, Schedule of Disbursements.

Form No. 33, Schedule of Refundments and Transfers.

2. Some examples of funds to be handled through the Special Deposit Account are as follows:

(a) Money received in connection with sales where funds for payment are received in advance.

(b) Money advanced by officers of the Army to cover the cost of transporting excess baggage or private mounts of officers in excess of the authorized number.

(c) Money advanced to cover the cost of any special work that may be requested of the War Department which is authorized by law or regulations.

(d) Telegraph tolls collected for other lines where the Government receives the message from the sender and transmits it over Government and connecting lines.

3. All moneys received by disbursing or collecting officers of the War Department of the character enumerated above and moneys held in trust by an officer as agent of the Government, not otherwise provided for by law or Treasury regulation, which is subsequently returned in whole or in part to

the depositor, will upon receipt be deposited with the Treasurer of the United States to the official credit of the officer making the deposit and to an account to be designated as "Special Deposits."

4. Disbursing or collecting officers should not attempt by correspondence with the bank on which a check is drawn, or otherwise, to cash same, but should at once deliver the check to the Treasurer of the United States or to a designated depository for collection and deposit with the Treasurer to the officer's official credit on account of "Special Deposits."

5. Disposition of Special Deposit moneys deposited with the Treasurer of the United States will be by check on the Treasurer (special blank checks for this purpose will be furnished by the Treasury Department upon application), in order that the latter may make the proper entry on his books, as well as for other purposes. This includes not only refundments but also authorized disbursements and transfers to regular account.

6. Special Deposit Accounts will be rendered monthly to the chief of the bureau of the War Department to which they pertain for administrative examination and transmittal to the Auditor for the War Department (see par. 627, A. R.).

7. The bureaus and offices of the War Department, in making requisition on the Chief of Supply Division for the forms enumerated in paragraph 1 of this order, will use the regular blank prescribed for stationery supplies and designate the forms by number. (*G. O. 47, 1914—2174511, A. G. O.*)

150. Contracts for file in auditor's office.—1. In a recent decision the Comptroller of the Treasury invited attention to the requirements of section 3743 of the Revised Statutes of the United States, as amended by section 18 of the act of July 31, 1894 (28 Stat., 210), which reads, in part, as follows:

All contracts to be made, by virtue of any law, and requiring the advance of money, or in any manner connected with the settlement of public accounts, shall be deposited promptly in the offices of the Auditors of the Treasury, according to the nature of the contracts, * * *.

2. With reference to the foregoing, the comptroller stated, in part:

The law makes it the duty of the administrative department of the Government to forward to the proper auditor all contracts in any manner connected with the settlement of accounts. Where the contract relates to a single transaction, it

may be forwarded with the account to which it relates. But the contract should in all instances be forwarded to the auditor either with or in advance of the account to which it relates.

It is the further duty of the administrative department to forward to the auditor any other information relating to an account which may be useful or necessary in determining the correct amount to be allowed thereon. * * *

This is not an isolated case. Other cases * * * have come to my attention where important information affecting the settlement of an account that was in the possession of the War Department was not forwarded to or made known to the auditor until after his action thereon.

3. Paragraph 564, Army Regulations, provides that the number of the contract for the Auditor for the War Department shall be sent to him by the head of the bureau to which the contract pertains, and the attention of all officers concerned is called to the necessity of their cooperating with the War Department, in order to insure prompt filing with the auditor of all contracts and such supporting papers as may be essential to a proper audit of the accounts. Officers who are charged with the preparation and execution of contracts of any kind will exercise every effort to forward the same to the War Department, correct in every detail without unnecessary delay.

4. When payments are based on proposal and acceptance agreements or open market purchases, or purchases are made in any way other than by formal contract, the papers, or certified copies thereof, containing full information as to the account, prices, and quantities, should be attached to the voucher and accompany the same to the auditor. If more than one voucher is based on a single set of papers relating to a transaction, the papers should be filed with the first voucher, and subsequent vouchers should refer to the fact that the papers, showing details of the transactions, have been filed with the former voucher, stating its number, date, and the officer's account concerned. (*Par. III, G. O. 67, 1914—2189141, A. G. O.*)

151. Record on account current of payments from available balances.—In order to show on the account current all transactions of disbursing officers who are permitted by statute to make payments from their available balances to meet pressing obligations under appropriations where they have not sufficient funds, it will be necessary to write in on

the face of the account current, on the third line from the bottom, on the debit side, "Charge appropriation -----, letter of apportionment No. -----, under the provisions of the act of -----," and, on the credit side, "Credit from appropriation -----, letter of apportionment No. -----, under the provisions of the act of -----." (*G. O. 21, 1913—2018345, A. G. O.*)

152. Retained money accounts, property accounts, etc.—

1. Papers and record books, constituting the retained money accounts, property accounts, property returns and vouchers thereto, of officers of the Army will not be shipped from place to place at public expense, but will be maintained and disposed of as follows:

(a) When an officer accountable for money or property is relieved from such accountability, he will assemble in proper order his retained money and property papers and records, arranging those pertaining to money separately from those relating to property, put them in packages or boxes, and plainly mark on the outside of each package or box the nature of the papers, the station or stations to which they pertain, and the bureau involved. For example: "Retained (money or property papers or both, as the case may be) of Capt. John Doe, Quartermaster Corps, pertaining to Fort Myer, Va., July 1, 1914, to June 30, 1915." He will then transfer these papers, with such other transferable retained money and property papers as may have come into his possession, to his successor, who will give his receipt therefor and will store the papers for future reference until authority is given for the destruction or other disposition thereof.

(b) All correspondence affecting the settlement of accounts or any other correspondence which necessitates reference to the retained papers will be forwarded by the officer concerned directly to the commanding officer of the post or station where such papers are stored for the papers or information required.

(c) Retained papers should not be held in storage for a period in excess of two years from the date of the final settlement of the account to which they pertain. In order that the papers may be destroyed within this period or as soon thereafter as practicable, it shall be the duty of every officer, active or retired, receiving notice that his money or property accounts have been settled, to notify immediately the commanding officer of the post where the papers are stored of the

date of settlement. If the officer desires the papers destroyed at a date earlier than two years from the date of settlement, he will so specify in his notification; otherwise the commanding officer of the post will cause the papers to be labeled for destruction at a date two years from the date of final settlement. It shall be the duty of commanding officers at posts to see that the papers are destroyed on the date specified so as to avoid accumulation of such papers at posts.

(d) Commanding officers of posts or stations will ascertain from time to time whether any retained papers left at their posts or stations under the operation of this order pertain to the accounts of officers who have been separated from the service, by death or otherwise, and to report all such cases to the head of the bureau concerned in order that proper action may be taken toward the disposition of such papers.

(e) In the event that a post or station where such retained papers are stored is discontinued before the final disposition of the papers, the officer concerned will be notified by the proper commanding officer as to the place to which the papers are to be shipped.

2. Lists of outstanding checks will be kept by the officer to whom they pertain and not packed with the retained money or property papers. (*Par. III, G. O. 71, 1914—2183408, A. G. O.*)

ARTICLE XVI.

DAMAGE TO PRIVATE PROPERTY FROM MILITARY OPERATIONS.

153. Claims for damages.—1. There are received in the War Department many claims for damages to private property resulting from military operations, including heavy gun practice at the seacoast defense forts. When it is clearly established that the damages claimed in any case have been caused by such operations, and the circumstances are such as to make it equitable for the United States to assume responsibility therefor, the amount of the damages having been determined and the claimant having filed a statement that he will accept the amount so determined in full of his claim, the amount of the damages so determined will be included in an estimate submitted to Congress for an appropriation to cover such claims. In the absence of such appropriation, the department is without authority to pay or settle such claims.

2. The action of the department upon such claims is based upon the evidence submitted by the claimant as to the nature of the damages; how they were incurred, and the cost of restoring the damaged property to its previous condition, supported by the findings of a board of officers that has investigated the claim, or by a surveying officer when the appointment of a board of officers is not practicable.

3. To enable intelligent action to be taken upon claims of this nature it is requisite that the claimant submit a statement over his own signature setting forth all the facts and circumstances under which the damages charged for accrued; the nature and extent of the damages; the date they were incurred, and the cost for repairs of the same, to be accompanied by such evidence as is available, and by a receipt for the payment of the repairs, if they have been made, or an estimate of the cost thereof. The post-office address of the claimant will also be stated.

4. The report of the board of officers or surveying officer investigating the claim should recite the circumstances under which the claim accrued; the date thereof; the nature and extent of the damages, and whether or not they were due to pure accident, or to the fault of any officer or agent of the United States or any other person, or were the necessary result of military operations. The report should also cover the cost of restoring the property to the condition in which it was before it was damaged, deduction being made for any improvement in such restoration, and should conclude with a recommendation as to the amount which should be allowed and paid to the claimant for the restoration.

5. Should the investigating board or the surveying officer require expert assistance to determine the nature of the damages and the cost for repairs, application will be made to The Adjutant General of the Army for the services of an expert competent to advise the board or the surveying officer as to the matters under consideration.

6. Officers to whom claims for damages to private property are submitted will explain to claimants the method of determining the award to be recommended, and that there is no appropriation or authority of law for the payment of such claims by the War Department, but that they can be paid only after appropriations have been made by Congress for that purpose. All action taken toward determining the amount of damage to any property is for the purpose of obtaining information to enable the Secretary of War to make proper recommendation to Congress, by which body only can be taken final action authorizing payment.

7. No charges or estimates for improvements, changes, or additions to property should be included in any claim for damages, and if included will not be allowed in the award recommended, but will be deducted from the amount claimed.

8. The claimant will be advised in writing of any deductions made from his claim, and the reasons therefor, and of the award to be recommended, and will be requested to state in writing whether or not he will accept the award, and if he will not accept the award to submit his reasons. His answer will be forwarded with the recommendations as to the award.
(*Cir. 22, 1910—1635729, A. G. O.*)

ARTICLE XVII.

CIVILIAN EMPLOYEES.

154. Transfers of clerks between United States and Philippine Islands.—It is the view of the department that clerks who have had three years' efficient and meritorious service in the Philippines, and who are eligible under civil-service rules, should be favorably considered for transfer to the United States when opportunities arise and when conditions make such transfers practicable and in the interest of good administration.

It is desired hereafter, when practicable, to fill vacancies occurring in the department's service in the United States by the transfer of eligible clerks from the Philippines; also to transfer from time to time clerks from the United States to the Philippines for a tour of service when such transfers may be in the interest of good administration.

Attention is invited at this time to the orders of the department of July 24, 1901 (Circular No. 26, Headquarters of the Army, Adjutant General's Office), as follows:

The Secretary of War considers that the interests of the service require that employees at large in the department must be subject to orders in regard to transfer of station, and a refusal to obey such orders will be deemed a proper and sufficient reason for discharge from the service.

Under the provisions of this order those employees who have had one year's service and are physically able to work in a tropical climate are subject to transfer to the Philippines for a tour of service.

The physical ability for Philippine service of a clerk nominated for transfer will be determined by physical examination and certificate of an Army surgeon.

The pay of clerks in the Quartermaster Corps, Engineer Department, Medical Department, and Signal Service, transferred from the United States to the Philippine Islands, will be increased \$200 each per annum, to take effect on the date of departure from the continental limits of the United States;

and the pay of those transferred from the Philippine Islands to the United States will be reduced \$200 each per annum, to take effect on arrival within the continental limits of the United States.

The pay of clerks at headquarters of territorial departments, tactical divisions, brigades, and service schools who are citizens of the United States will be increased \$200 each per annum while serving in the Philippine Islands, such service to be computed from the date of departure from the continental limits of the United States to the date of return thereto.

When opportunities arise for transferring clerks to the United States nominations will be submitted to the Secretary of War, determined as far as practicable by length of service in civil positions under the department in the Philippines.

Each nomination for a transfer will state the reasons for determining the particular employee nominated, whether the transfer proposed is from the Philippines to the United States or vice versa.

No classified employee will be transferred from the United States to the Philippines or from the Philippines to the United States except upon authority of the Secretary of War previously obtained. (*War Dept. Order, Mar. 15, 1904; G. O. 68, 1904; War Dept. letters, June 12, 1914; Army appropriation acts.*)

155. Travel allowances, civilian employees.—The following are statutory provisions relative to travel allowances of civilian employees:

On and after July 1, 1914, unless otherwise expressly provided by law, no officer or employee of the United States shall be allowed or paid any sum in excess of expenses actually incurred for subsistence while traveling on duty outside of the District of Columbia and away from his designated post of duty, nor any sum for such expenses actually incurred in excess of \$5 per day; nor shall any allowance or reimbursement for subsistence be paid to any officer or employee in any branch of the public service of the United States in the District of Columbia unless absent from his designated post of duty outside of the District of Columbia, and then only for the period of time actually engaged in the discharge of official duties. (*Urgent deficiency appropriation act, Apr. 6, 1914.*)

That the heads of executive departments and other Government establishments are authorized to prescribe per diem rates of allowance not exceeding \$4 in lieu of subsistence to persons engaged in field work or traveling on official business outside of the District of Columbia and away from

their designated posts of duty when not otherwise fixed by law. For the fiscal year 1916 and annually thereafter estimates of appropriations from which per diem allowances are to be paid shall specifically state the rates of such allowances. (Sec. 13, sundry civil appropriation act, Aug. 1, 1914.)

Where, by law or regulation, a travel order is to be issued by the Secretary of War to civilian employees, the recommendation therefor shall state clearly whether the cost of the travel is to be paid according to the actual expenditures made, or by a flat per diem allowance, with the per diem rate recommended.

In the cases of employees for whom travel orders are not required to be issued by the Secretary of War, general authority is hereby given allowing a flat per diem allowance not exceeding \$4 in lieu of reimbursement for actual expenditures provided by Army Regulations. (*Par. I, G. O. 81, 1914—2178004, A. G. O.*)

156. Payment of increased compensation from lump-sum appropriation.—The following is an extract from the act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1914, and for other purposes, approved March 4, 1913:

SEC. 4. That section 7 of the general deficiency appropriation act approved August 26, 1912, is amended to read as follows:

“SEC. 7. That no part of any money contained herein or hereafter appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the preceding fiscal year; nor shall any person employed at a specific salary be hereafter transferred and hereafter paid from a lump-sum appropriation a rate of compensation greater than such specific salary, and the heads of departments shall cause this provision to be enforced: *Provided*, That this section shall not apply to mechanics, artisans, their helpers and assistants, laborers, or any other employees whose duties are of similar character and required in carrying on the various manufacturing or constructing operations of the Government.”

In submitting a recommendation for increase of compensation, to be paid from a lump appropriation, bureau chiefs will state whether the employee is within the excepted class of the proviso, or, if not, whether he is outside the general prohibition of the above-quoted law. (*Par. II, Bul. 12, 1913—2021645, A. G. O.*)

157. Militia duty not to adversely affect efficiency ratings.—It is hereby ordered that absence of employees in and under the War Department who are members of the Organized Militia, on duty or field service with their organizations for instruction, shall not adversely affect the efficiency ratings of such employees.

Chiefs of bureaus and others responsible for the preparation of efficiency reports are charged with the duty of seeing that these orders are carried out, both in the departmental service in Washington and in the outlying or field service of the department. (*War Dept. Order, Feb. 6, 1914; Par. II, G. O. 11, 1914—2126421, A. G. O.*)

158. Membership in National League of Government Employees.—On account of complaints which have been made to the department in relation to securing advertising for publications issued by organizations of Government employees, employees in or under the War Department are forbidden to hold membership in the National League of Government Employees while it issues or is connected with any publication for which advertisements are procured from contractors or business concerns having contractual relations with any branch of the service under the War Department. (*War Dept. Cir., Dec. 15, 1914; Par. I, Bul. 2, 1915—2244257, A. G. O.*)

159. Notarial work.—It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government (except postmasters at offices of the fourth class and rural carriers) who is also a notary public shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or for any person when in the case of such person the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service.

This order shall not apply to oaths of disinterestedness or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

For the purpose of this order, the expression "office hours" shall be construed to include the half hour allowed each working day for luncheon. (*Executive Order, Nov. 24, 1908; Cir. 98, 1908—1459373, A. G. O.*)

160. Usury.—The loaning of money at usurious rates of interest by clerks or other civilian employees in or under the War Department or the military establishment, either as principal or agent, directly or indirectly, to others in the Government service is prohibited, and any such clerk or employee who hereafter engages in the same will be dismissed from the service, and no application for his reinstatement therein will be considered. (*War Dept. Cir.*, Apr. 13, 1911; *Par. I, G. O. 52, 1911—1770903, A. G. O.*)

161. Admission to the Government Hospital for the Insane.—Civilian clerks employed from Army appropriations, other than clerks of the Quartermaster Corps, are not as such entitled to admission to the Government Hospital for the Insane. When such a clerk becomes insane, if he is a resident of the District of Columbia and is brought to the District, application may be made for his admission to the hospital as such resident under the provisions of section 4838, Revised Statutes. (*Par. I, Cir. 53, 1907—1257926, A. G. O.*)

162. Voting in congressional elections.—It is hereby ordered that on election day for Senators and Representatives in the Congress of the United States, and until further notice, all clerks and other employees under the War Department who are qualified voters, when employed in a State and congressional district where such election is being held, shall be granted a reasonable time in which to vote during working hours, without loss of pay or without charge against annual leave, and all orders in conflict herewith are modified accordingly.

Provided, however, That this order shall not apply to any office or establishment under the War Department or to any clerk or other employee thereof that may for special public reasons be excepted therefrom by the highest officer or official having immediate supervision or control of such office or establishment, or where the same would be inconsistent with existing law. (*War Dept. Orders, Oct. 30, 1914; Par. II, Bul. 4, 1915—2248427, A. G. O.*)

163. Warning against political activity.—

1. POLITICAL ACTIVITY.

Rule I, section 1, of the civil-service rules, reads as follows:

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an

election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of his appointment. The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers.

The following forms of activity have been held to be forbidden by this provision :

Service on political committees; service as delegates to State, county, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions or otherwise violate the civil-service rules"; service as officer of a political club, as chairman of a political meeting, or as secretary of an antisaloon league; continued political activity and leadership; activity at the polls on election day; the publication or editing of a newspaper in the interests of a political party; the publication of political articles bearing on qualification of different candidates; the distribution of political literature; holding office in a club which takes an active part in political campaigns or management; making speeches before political meetings or clubs; activity in local option campaigns; circulation of petitions having a political object, of petitions proposing amendments to municipal charter, of petitions favoring candidates for municipal offices, and of local option petitions; candidacy for or holding of elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; service as inspector of election, ballot clerk, ballot inspector, judge of election, member of election board; or generally any form of activity in political management or political campaigns though not specifically mentioned above.

Inasmuch as the issuance of a certificate for reinstatement is discretionary with the Civil Service Commission, no certificate will be issued in any case where the party applying for reinstatement has previously resigned with a view of running for office, or with a view of indulging in a degree of political activity which would be prohibited if he had remained in the service, and who afterwards, having failed in his candidacy or having indulged in the contemplated activity, seeks reinstatement.

2. POLITICAL ASSESSMENTS OR CONTRIBUTIONS.

The civil-service act provides that "No person in the public service is for that reason under any obligations to contribute to any political fund or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States or, on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision, the United States Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections above mentioned shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

It is the duty of the Civil Service Commission to see that the civil-service act and rules and the above-mentioned sections of the Criminal Code, which were originally enacted as a part of the civil-service act, are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The commission requests any person having knowledge of any such violation to lay the facts before it, that it may at once take action thereon.

It is hereby directed that copies of this circular be posted by the officers in charge in prominent places in all bureaus and offices in and under the War Department and at all arsenals, depots, and stations in the service at large of the department where civilians are employed.

The law and rules on this subject will be strictly enforced. (*War Dept. Cir.*, Sept. 30, 1910; *Cir.* 65, 1910—1701108, A. G. O.)

164. Holidays to be observed Monday when falling on Sunday.—It is hereby ordered that all offices of the Government, arsenals, navy yards and stations, and other Government establishments shall, when the 1st day of January, the 22d day of February, the 30th day of May, the 4th day of July, and the 25th day of December, fall on the first day of the week, commonly called Sunday, be closed to public business on the following Monday and that all employees in the public service, wherever employed, who would be excused from work on the above-named days be excused on the following Monday when said days fall on the first day of the week, commonly called Sunday, excepting that where a State law fixes for a holiday another day than the Monday following such legal holiday, the Government offices and other Government establishments situated in such States shall close and employees in the public service shall be excused on that day which is in conformity to State law. (*Executive Order*, May 22, 1909; *Cir.* 31, 1909—1527737, A. G. O.)

165. Labor Day a holiday for per diem employees.—It is hereby ordered that hereafter all per diem employees and other day laborers in the Federal public service, wherever employed, whose employment extends through and beyond the first Monday in September, commonly known as Labor Day and set apart as a legal public holiday for certain branches

of the public service by the act of June 28, A. D. 1894, be excused from work on said day, and shall receive the same pay as on other days, and the said day is declared to be a holiday for all purposes for said per diem employees and laborers.

Provided, however, That this order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law. (*Executive Order, Aug. 1, 1912; Par. I, Bul. 14, 1912—1944341, A. G. O.*)

166. Saturday half holidays.—It is hereby ordered that from June 15 to September 15 of each year, until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed; and all Executive or other orders in conflict herewith, except the Executive order of April 4, 1908, relating to certain naval stations, are hereby revoked.

Provided, however, That this order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law. (*Executive Order, June 9, 1914; Par. I, Bul. 26, 1914—1535452 A, A. G. O.*)

The officers and crews of Government vessels in the service of the War Department, and all other employees serving on those vessels, are for special public reasons excepted from the application of the Executive order of June 9, 1914, which constitutes four hours a day's work on Saturdays from June 15 to September 15 of each year. (*War Dept. Cir., Aug. 12, 1914; Par. II, Bul. 41, 1914—1535452 B, A. G. O.*)

167. Regulations governing the application of the act of May 30, 1908, granting compensation for injuries to Government employees.—For the purpose of carrying out the provisions of the act of Congress approved May 30, 1908, granting compensation for injuries to certain classes of arti-

sans and laborers employed by the Government of the United States, the following regulations are issued for the guidance of officials and employees in the Government service:

Heads of bureaus or offices (or persons who may be especially designated) will keep on hand a sufficient supply of blank forms for making reports concerning accidents and claims for compensation.

A supply of such blank forms shall be placed in the hands of all officials in immediate charge at any place at which artisans or laborers are employed who are entitled, in case of accident, to compensation under the provisions of this act.

FILING OF REPORTS AND CLAIMS.

All reports called for shall be made out promptly by the proper officials and by them forwarded to the heads of their respective departments for transmission to the Secretary of Labor.

All claims and other documents relating thereto will be filed by the claimant with his immediate official superior and will be forwarded by such superior through the regular official channels to the head of the department, to be transmitted by him to the Secretary of Labor.

REPORTS TO BE MADE FOR ALL EMPLOYEES INJURED.

The following reports should be made for all employees, regardless of the application of the act of May 30, 1908:

Whenever an injury is sustained by any Government employee due to an accident occurring in the course of his employment, and the injury is of such a nature as to prevent the employee from performing work for one day or longer, the case will be reported by the official superior of such employee on Form C. A. 1 not later than the second day after the accident.

Whenever a person who has been reported disabled by an accident returns to work, a report of his return to work will be made immediately on the proper form (C. A. 2) by his official superior.

Cases of death occurring either immediately or within one year after the accident will be reported on Form C. A. 3 as soon as possible after knowledge of such death reaches the official superior.

PROCEDURE IN CASE OF DISABILITY.

Whenever an artisan or laborer who is injured as above indicated, and whose employment is within the scope of the act of May 30, 1908, has been disabled for more than 15 days, he will be furnished with a blank form for Claim for Compensation to Injured Employee (C. A. 4), which form must at once be filled out and returned to the official superior and will be forwarded by him through the regular official channels to the head of the department, to be transmitted by him to the Secretary of Labor.

In forwarding these papers, no letter of transmittal is necessary, all the information ordinarily required of the official superior being supplied by filling out the third page of Form C. A. 4.

In the event that the official superior feels that there are any further facts requiring a report by him, he will, of course, make such additional report and forward it along with the claim and other papers in the case.

If the claim is approved, the compensation will be granted during disability, but for a period not exceeding six months.

In order to secure this compensation, the injured employee on each pay day must file with the disbursing officer a certificate that he is still unable to resume work (Form C. A. 7), which certificate must be attested by a physician and approved by his official superior.

In order to secure compensation for disability for more than six months, application must be made on Form C. A. 8 for a medical examination at the end of that period by a physician provided by the Secretary of Labor. Unless such examination is made, or if the examination discloses that the injured employee is no longer unable to resume work, the compensation payments will be discontinued at the end of the six months' period.

If the injured employee's condition as disclosed by such medical examination justifies it, the disability payments will be continued in the same manner as before.

Upon the receipt of approval or disapproval of continuance of compensation payments the official superior will immediately notify the injured employee concerned.

PROCEDURE IN CASE OF DEATH.

Whenever an artisan or laborer entitled to compensation under this act dies as a result of accidental injury received in the course of his employment, and his wife, his children under 16 years of age, or his dependent parents desire to claim payment under this act, they shall be furnished with blank form of claim for compensation (C. A. 16).

This form must be filled out and returned to the official superior and shall be forwarded by him through the regular channels to the head of the department, to be transmitted by him to the Secretary of Labor.

The claims in case of death must be filed within 90 days of the date of death.

If the claim is approved and the compensation is payable to more than one person, the Secretary of Labor will designate the portion to be paid each claimant.

The official superior of the injured employee will make a report on Form C. A. 15 whenever the payment of compensation to any person is discontinued.

Bureau chiefs will be provided by the Assistant and Chief Clerk of the War Department with the forms furnished by the Secretary of Labor for carrying the act into effect. (*Cir. 68, 1908—1410850, A. G. O.*)

ARTICLE XVIII.

GENERAL STAFF CORPS.

168. Compilation and condensation of existing law, regulations, and orders relating to the General Staff Corps.

CHIEF OF STAFF.

1. The Chief of Staff will act as the military adviser to the Secretary of War, and will keep him informed on all military matters relating to the Regular Army, and also on all such relating to the militia as are within the purview of the War Department. The Chief of Staff reports to the Secretary of War, receives from him the directions and orders given in behalf of the President, and gives effect thereto in the manner hereinafter provided.

Exceptions to this ordinary course of administration may, however, be made at any time if the President sees fit to call upon the Chief of Staff to give information or advice, or receive instructions, directly.

2. He will issue, through The Adjutant General of the Army, all orders and instructions of the Secretary of War affecting the Regular Army and the Organized Militia when called into the service of the United States; and through the Chief of the Division of Militia Affairs all those affecting the Organized Militia not in the service of the United States.

3. He will, under the direction of the Secretary of War, supervise all staff departments and corps, all troops of the line and staff, and all other matters pertaining to the military establishment of the Regular Army, and all matters relating to the militia, arising in the execution of acts of Congress and Executive regulations made in pursuance thereof, and will perform such other military duties as may be assigned to him by the President. In the performance of these duties the Chief of Staff will, under authority of the Secretary of War, call for information, make investigations, issue instructions, and exercise all other functions necessary to secure proper harmony and efficiency of action upon the part

of those under his supervision. The supervisory power vested by statute in the Chief of Staff covers primarily duties pertaining to the command, discipline, training, and recruitment of the Army, military operations, distribution of troops, inspections, armaments, fortifications, military education and instruction, including the Military Academy and all service schools, and kindred matters, but includes also in an advisory capacity such duties connected with fiscal administration and supply as are committed to him by the Secretary of War. All proposed legal enactments affecting the Army, and estimates for appropriations for its support, will be submitted to the Chief of Staff for the consideration of the Secretary of War. In order that the Chief of Staff may effectively exercise the coordinating and supervisory authority, vested in him by statute, the annual reports of division and department commanders, and bureau chiefs, as well as the annual reports of the Superintendent of the Military Academy, the service schools, and other subordinate commanders, will be submitted to him for the consideration of the Secretary of War prior to publication.

For purposes of administration the office of the Chief of Staff will constitute a supervising military bureau of the War Department.

4. In case of absence or disability of the Chief of Staff, the senior assistant to the Chief of Staff, present for duty, will act as chief.

5. The detail of a Chief of Staff will in every case cease, unless sooner terminated, on the day following the expiration of the term of service of the President by whom the detail was made; and if at any time the Chief of Staff considers that he can no longer sustain toward the President and the Secretary of War a relation of absolute confidence and personal accord and sympathy he will apply to be relieved.

THE OFFICE OF THE CHIEF OF STAFF.

6. The Chief of Staff is authorized a secretary, to be selected from the General Staff Corps, and will arrange his office in four divisions, as follows:

- (a) The Mobile Army Division.
- (b) The Coast Artillery Division.
- (c) The Division of Militia Affairs.
- (d) The War College Division.

7. Two general officers of the General Staff, detailed by the President from the general officers of the Army, and the Chief of Coast Artillery and the Chief of the Division of Militia Affairs, who shall be a general officer, will be designated as assistants to the Chief of Staff and will be placed in charge of the Mobile Army Division, the War College Division, the Coast Artillery Division, and the Division of Militia Affairs, respectively. The Chief of the Coast Artillery Division and the Chief of the Division of Militia Affairs shall be additional members of the General Staff.

8. All communications relating to business arising in the Army or concerning the Army which are referred to The Adjutant General for the action of superior authority, and which do not come within the jurisdiction of chiefs of bureaus, and all communications relating to business concerning the Army emanating from the bureaus of the War Department requiring the action of higher authority will be submitted to the Chief of Staff.¹

9. All papers on important matters, such as those affecting military policy or relating to the expenditure of funds, referred to an assistant to the Chief of Staff for remark and recommendation, will be presented by him in person to the Chief of Staff with a memorandum in each case giving his views and recommendations thereon. All papers on ordinary routine matters so referred will be returned directly to the secretary of the Chief of Staff with a like memorandum giving the views and recommendations of the assistant concerned.

10. Whenever, in the consideration of a matter referred to him, an assistant to the Chief of Staff finds it necessary or advisable, before submitting his recommendation thereon, to cause its reference or return to The Adjutant General of the Army, or to any bureau chief, or to a military authority within or without the War Department, for information or for any intermediate action whatever, the assistant to the Chief of Staff, acting for him and by his authority, is authorized to indicate by memorandum to The Adjutant General of the Army or to the bureau chief or military authority the

¹ The requirements of this paragraph do not abrogate War Department orders of November 7, 1905:

"Matters of a purely civil nature will be referred by chiefs of bureaus direct to the Secretary of War, unless otherwise required by their subject matter."

appropriate action desired, and the action of the assistant to the Chief of Staff on all business of this character will be accepted as the action of the Chief of Staff.

11. All papers involving questions of general policy, the establishment or reversal of precedents, or matters of special or extraordinary importance will be submitted by the Chief of Staff in person to the Secretary of War; such papers as the Secretary of War may direct will be submitted by the Chief of Staff to the Assistant Secretary of War. On every paper submitted by the Chief of Staff he will indorse his views and recommendations, and wherever necessary each case will also show the recommendations, reports, or information from the bureaus of the War Department or the military authorities outside the department. Routine business and papers will be acted on by the Chief of Staff in the name of the Secretary of War, as well as such other papers and business as the Secretary of War may indicate. The Chief of Staff may authorize his assistants to act for him in unimportant routine cases.¹

12. The assistants to the Chief of Staff in charge of the Mobile Army Division, the Coast Artillery Division, and the Division of Militia Affairs will keep the Chief of Staff advised at all times of the efficiency of the personnel and matériel of the mobile army, the Coast Artillery, and the militia, respectively, and they will, as circumstances require, make such recommendations in reference thereto as will in their judgment tend to promote efficiency. In like manner the assistant in charge of the War College Division will keep the Chief of Staff advised of the work of his division and make recommendations to promote its efficiency.

13. The Chief of Staff and the assistants to the Chief of Staff may correspond or confer directly with the chiefs of bureaus of the War Department and with each other on matters referred to them for remark and recommendation. They may correspond directly with the commandants of the service schools and with the presidents of the technical boards of the branches of service pertaining to their divisions on subjects of a purely technical character which do not involve questions of command, discipline, or administration and do not relate to the status or interests of individuals. The Chief

¹ This paragraph is subject to the provisions of the order of the Secretary of War of April 14, 1906.

of the Division of Militia Affairs may also in like manner correspond directly with the officials of the various States, Territories, and the District of Columbia, and also with officers of the regular service detailed for duty therewith under section 20 of the act approved January 21, 1903, as amended by the act approved May 27, 1908, or those who may be detailed under the provisions of the act of Congress approved March 3, 1911, on matters pertaining to the Organized Militia not in the service of the United States.

14. The assistants to the Chief of Staff are charged generally with the recommending to the Chief of Staff of officers in the different branches of the Army under their supervision for special duty and assignment to organizations and stations. They will also make recommendations to the Chief of Staff as to the instruction of officers and enlisted men in those branches and as to examinations and transfer of officers to them and for promotion therein, and will recommend to the Chief of Staff such examinations and such courses and methods of instruction in the service schools and the War College and elsewhere under their respective supervision as they shall deem requisite to insure a thoroughly trained and educated force. To this end they are authorized, with the approval of the Chief of Staff, to issue directly to the officers in branches under their supervision bulletins and circulars giving information on current military matters of a purely technical character which do not involve questions of command, discipline, or administration and do not relate to the status or interests of individuals.

15. The offices of the assistants to the Chief of Staff, except those of the assistants in charge of the War College Division and the Division of Militia Affairs, will not be offices of record except of correspondence authorized by paragraph 12; all other records pertaining to the duties of these assistants will be kept in the office of The Adjutant General of the Army. The War College Division will be the office of record for all matters pertaining solely to the work of that division; the Division of Militia Affairs will be the office of record of the War Department for all matters pertaining solely to the Organized Militia not in the service of the United States; the office of The Adjutant General of the Army will be the office of record for all other matters relating to the work of these divisions. All of the records referred to above, which are kept in

the office of The Adjutant General of the Army, will be available whenever needed for the official use of the Chief of Staff or any assistant to the Chief of Staff.

GENERAL STAFF CORPS.

16. The duties of the General Staff Corps, under direction of the Chief of Staff, shall be to prepare plans for the national defense and for the mobilization of the military forces in time of war; to investigate and report upon all questions affecting the efficiency of the Army and its state of preparation for military operations; to render professional aid and assistance to the Secretary of War and to general officers and other superior commanders; to act as their agents in informing and coordinating the action of all the different officers who are by law under the supervision of the Chief of Staff; and to perform such other military duties not otherwise assigned by law as may be from time to time prescribed by the President. While serving in the General Staff Corps, officers may be assigned to duty by the Secretary of War with any branch of the Army.

17. The general officers authorized by law for the General Staff Corps, except the Chief of Coast Artillery, are detailed by the President from the general officers of the Army. The Chief of the Division of Militia Affairs is also so detailed. All details to vacancies in the General Staff Corps in grades other than those of general officers will be filled on the recommendation of a board of five general officers, not more than two of whom shall be members of the General Staff Corps, convened by the Secretary of War at such times as may be necessary. The board will be sworn to recommend officers solely on their professional efficiency, on their probable aptitude, and fitness for General Staff service, and will select such number of officers of the proper grades to fill existing or expected vacancies as the Secretary of War may direct. Officers may be re-detailed, subject to the conditions of paragraph 18, when eligible, by the Chief of Staff on the approval of the Secretary of War.

18. Officers will be detailed in the General Staff Corps for a period of four years unless sooner relieved. Upon being relieved from such duty they will return to the branch of the Army in which they hold permanent commissions, and except in case of emergency or in time of war will not be eligible to

further detail in the General Staff Corps until they have served for two years in the branch of the Army to which they belong. This ineligibility will not, however, apply to any officer who may have been relieved prior to the expiration of his four years' detail with the corps, but such officer will become ineligible as soon as he shall have completed a total of four years with the corps, and will not be again eligible until after two years' service in the branch of the Army to which he belongs. The provisions of this paragraph will apply to all officers of the General Staff Corps.

19. Officers of the General Staff Corps other than the Chief of Staff will be assigned to duty in the office of the Chief of Staff and also to duty with other general officers and superior commanders. Those on duty in the office of the Chief of Staff will perform such duties under the law as he may direct; those assigned to duty with other general officers and superior commanders will serve under the immediate orders of such commanders and assist them in the performance of their military duties.

20. The senior officer of the General Staff Corps assigned to duty with the command of a general officer or other superior commander, unless otherwise directed by the Secretary of War, will be the chief of staff of the command. He will bear the same relation as adviser to the commanding general or other commanders as does the Chief of Staff to the Secretary of War, and will in like manner supervise all troops of the line and staff and all bureaus included in the command. All General Staff officers assigned to such duty will endeavor in every way to assist in carrying out the general duties prescribed by law for the General Staff Corps. General Staff officers attached to commands in the field will keep careful journals of operations, from which they will compile reports of these operations for the use of their immediate commanders and also for the information of the War Department. When a commanding general is temporarily absent from his command and his duties have not been formally assumed by the next in rank the chief of staff of the command will act as his representative in his absence. (*G. O. 68, 1911—1784218, A. G. O.*)

169. Copies of maps to be furnished War College Division.—The War College Division, General Staff, having been charged with the supervision of a system of war maps, Ameri-

can and foreign, all department, brigade, post, and company commanders, commandants of service schools, chiefs of bureaus of the War Department, and officers of the Army under whose orders maps are made, will forward directly to The Adjutant General of the Army, who will transmit them to the War College Division, General Staff, copies of all geographical, topographical, tactical, strategical, maneuver, and confidential maps, plans, tracings, blue prints, sketches, etc., of domestic or foreign territory, containing information of military interest, that are in their possession and have not heretofore been furnished, or that they may hereafter receive, in order that the map files of the War College Division may be made complete and kept up-to-date for study and use by the authorities of the War Department in the compilation and preparation of various problems, plans, and maps, and for immediate reference in cases of emergency.

If copies are not available, the originals will be sent by registered mail as directed above for notation and return.

The plans showing the details of construction of United States fortifications and the working plans of the Ordnance Department, Quartermaster Corps, and other staff departments are excepted from the provisions of this order. (*Par. I, G. O. 2, 1909—1470292, A. G. O.*)

170. Data concerning foreign armies to be obtained through War College Division.—With a view to extending the usefulness of our military attachés abroad, the chiefs of bureaus and offices of the War Department and individual officers of the Army at large will furnish the War College Division of the General Staff, from time to time, memoranda of such data respecting foreign armies as they desire in order that the attachés may be directed to investigate and report upon the same.

In order to fix responsibility for improper or duplicate distribution of official matter to foreign attachés, to place the exchange of military information with foreign war offices or their representatives accredited to this capital upon a systematic basis, and to keep an accurate record with a view to ascertaining from time to time if reciprocity is maintained, all official or semiofficial information, either verbal, written, or printed, will be received from or communicated to such offices or officials by or through the Chief of the War College Division of the General Staff.

The bureaus, offices, and officials of the War Department will cooperate in furnishing the War College Division such nonconfidential information as may be required for the proper accomplishment of this purpose.

These regulations will not apply to the officers detailed to escort foreign attachés during their attendance at our maneuvers in so far as relates to the personnel and matériel of the forces engaged.

Upon the receipt of information of special interest to any particular bureau or office the War College Division will promptly furnish extracts or copies or refer the same to the office concerned.

When technical information of special interest or value is received in any of the bureaus or offices of the department which has not passed through the War College Division, the same will be forwarded to that division for record in order that requests may not be made on foreign governments for data already in the possession of the War Department. (*Cir. 6, W. D., 1903.*)

ARTICLE XIX.

ADJUTANT GENERAL'S DEPARTMENT.

PHYSICAL EXAMINATION OF RECRUITS.

NOTE.—For methods of determining and recording acuity of vision, color sense, and acuity of hearing, see General Orders, No. 199, 1906. For rules for examination of recruits, see General Orders, No. 66, 1910.

171. Identification records.—An identification record, which will consist of finger prints and a brief personal description, together with front view and profile photographs of each man who enlists in the Army, and of each man who reenlists and whose identity is not positively known, will be made and promptly forwarded, without letter of transmittal, to The Adjutant General of the Army, except that the identification records made in the Philippine Islands will be forwarded, without letter of transmittal, to the commanding general, Philippine Department, for preliminary examination, and for return for correction or completion if need be, before being forwarded to The Adjutant General of the Army. In case of a man who reenlists an identification record will not be made if it is known positively at a post or station that he is the former soldier he claims to be.

To avoid duplications and to insure the securing of the identification record in the case of every soldier, company and detachment commanders will enter on the descriptive list of each soldier in whose case that record has been obtained and forwarded, either at recruit depots or elsewhere, the remark "Identification Record made." Every descriptive list subsequently issued in the case of any of these soldiers must bear the same remark. If the descriptive list or descriptive and assignment card of any soldier joining any command does not bear that remark, the case will be reported to the commanding officer, who will see that the identification record and photographic negative of the soldier are obtained and forwarded at the earliest practicable moment.

The identification record will be made and forwarded, as herein required, in the case of every accepted recruit at recruit depots and recruit depot posts and at all military stations having the necessary apparatus, and there will be invariably entered on the descriptive and assignment card of the recruit the remark "Identification Record made." In the case of any recruit enlisted at a station not having the apparatus necessary for making the identification record that record will be made and forwarded as soon as he reaches any station having the necessary apparatus.

In cases of reenlisted men in which an identification record is not made, under the terms of this order, the following entry will be made on the soldier's descriptive list: "Identification record not made. Reenlisted. Identity known."

The necessary blank forms with full instructions for their use are issued by The Adjutant General's Office.

The photographic negative, inclosed in a separate envelope bearing the name and rank of the soldier and the designation of the organization to which he belongs, will be forwarded with the identification record in every case.

To facilitate the handling of identification records, the photograph jacket, containing the photograph and photographic negative, should be placed inside the first fold of the finger-print record, with the brief to the front, before being forwarded to The Adjutant General of the Army. In no case should the finger-print record be forwarded inside of the photograph jacket.

Memoranda should not be pinned to finger-print records, as the pins are liable to damage a material part of the pattern if they pass through an impression. Clips can be used without danger of injury to the prints.

The necessary finger print and photographic apparatus and supplies will be issued by the Medical Department to post surgeons, who are charged, under the supervision of commanding officers, with the duty of obtaining, recording, and furnishing the data required by this order in the case of every enlisted man at their respective posts and at subposts thereof. Commanding officers are enjoined to take such steps as may be necessary to complete, without avoidable delay, the identification record in the case of every enlisted man of their respective commands. The commanding general, Philippine Depart-

ment, is especially charged with the collection of the required identification records for troops serving in that department. He will be guided by instructions that will be issued to him from the War Department.

The form (Form No. 260, A. G. O.) adopted for recording the finger prints and personal descriptions of enlisted men contains a space for the "Print of right index finger, to be taken immediately after signature of soldier is written." In cases in which the last joint of the right index finger is missing or is so deformed that a print of it can not be obtained, the print of the right middle finger will be recorded in that space after the soldier has written his signature. If neither the print of the right index finger nor that of the right middle finger is obtainable, the print of the right thumb will be recorded in that space.

The identification records must be signed, in the appropriate space on the finger-print form, by the post surgeon who is responsible for them.

All records completed during any one day will be mailed at the close of that day if practicable, but in no event will completed records be retained at a post merely to await the completion of the records of other men.

To insure the prompt and successful operation of the finger-print system of personal identification, it is absolutely necessary that identification records made in cases of original enlistment shall reach The Adjutant General's Office as soon as possible after enlistment. In every case of original enlistment, therefore, the identification record of the soldier will be completed immediately after his enlistment and will be forwarded to The Adjutant General's Office by the first mail. Commanding officers and responsible medical officers are enjoined to see that this requirement is complied with. (*G. O. 68, 1906—1061241, M. S. O., as amended by G. O. 206, 1906—1061241, M. S. O., and by Par. II, G. O. 85, 1914—2228523, A. G. O.; G. O. 85, 1907—1232555, A. G. O.; Par. II, Cir. 51, 1908—1372898, A. G. O.*)

NOTE.—For instructions governing the method of making and forwarding identification records, see Circular No. 44, 1906; Paragraph I, Circular No. 2, 1907; Circular No. 75, 1907; Paragraph II, Circular No. 16, 1908; Paragraph II, Circular No. 51, 1908; Paragraph I, Circular No. 79, 1908.

ENLISTMENT PAPERS.

172. Disposition of.—1. When an enlisted man is assigned or transferred to any of the staff corps or departments, the officer of that corps or department who first receives the soldier so assigned or transferred will forward a copy of his descriptive and assignment card, or in the absence of such card a copy of his descriptive list, directly to the chief of the staff corps or department to which the soldier has been assigned or transferred.

2. All enlistment papers of men enlisting or reenlisting, whether for the line of the Army or for any of the staff corps or departments, will be forwarded directly to The Adjutant General of the Army, except in the cases of noncommissioned staff officers stationed at ungarrisoned posts, whose reenlistment papers will be disposed of as provided in paragraph 101, Army Regulations. (*Par. II, G. O. 206, 1907—1289119, A. G. O.*)

173. Preparation, on enlistment of men dishonorably discharged, discharged without honor, and deserters.—With a view to securing uniformity in the preparation of enlistment papers and descriptive and assignment cards in the case of enlistment of dishonorably discharged men, there will be shown on the brief of the enlistment paper the ordinal number of the enlistment, the organization in which last service was rendered, and the fact and date of dishonorable discharge; and on the descriptive and assignment card there will be shown the organization in which last service was rendered, the fact and date of dishonorable discharge, and the enlistment period in which the soldier is now serving. The enlistment terminated by a dishonorable discharge will not be counted as an enlistment in giving the ordinal number on the enlistment paper.

Similar notation will be made on those papers in the case of enlistment of a man to whom a deserter's release has been issued or who has been discharged without honor, except that in place of the fact and date of dishonorable discharge there will be substituted the fact and date of issuance of the deserter's release or of discharge without honor. The enlistment period to be entered on the descriptive and assignment card will be determined from the man's prior service, as follows: (1) A soldier who has been dishonor-

ably discharged or discharged without honor, or who deserted from his first enlistment will, on again enlisting, enter upon his first enlistment period. (2) A soldier who, prior to the enlistment from which he may have been dishonorably discharged or discharged without honor, had, prior to May 11, 1908, service which entitled him to reenlisted pay, or who, under the act of May 11, 1908, had acquired the right to count a completed enlistment period, either by having been honorably discharged at the termination of his enlistment or honorably discharged for the convenience of the Government after serving more than half of his enlistment, will, on again enlisting, enter upon his second enlistment period. (3) A deserter to whom a deserter's release has been granted or who may establish his right thereto, and who, prior to the enlistment from which he deserted, had earned the right to reenlisted pay or to count a completed enlistment, will also, on again enlisting, enter upon his second enlistment period.

The following remark will also be entered on both papers: Reenlisted by authority of the Secretary of War pursuant to the act of August 22, 1912. (*Par. III, G. O. 44, 1913, as amended by Par. I, G. O. 78, 1914—2174754, A. G. O.*)

ARTICLE XX.

MILITARY CORRESPONDENCE AND RECORD KEEPING.

CORRESPONDENCE.

174. Method of writing letters and indorsements.—The method of writing letters and indorsements prescribed herein will be used in all official correspondence in the service of the War Department and the Army and with bureaus of executive departments:

1. *Heading, subject, and number of letter.*—The letter will begin with the place and date, written as at present; below this, beginning at the left margin, will come the word "From," followed by the official designation of the writer or, in the absence of any official designation, the name of the writer with his rank and regiment, corps, or department; below this, also beginning at the left margin, will come the word "To," followed by the official designation or name of the person addressed. Next will come the subject of the communication, indicated as briefly as possible and in not to exceed 10 words. The words "From," "To," and "Subject" will begin on the same vertical line. The sending office number of the communication will appear in the upper left-hand corner.

Example.

176.

HQ. EASTERN DIVISION,
Governors Island, N. Y., May 25, 1911.

From: The Adjutant General.

To: Captain John A. Smith, 1st Inf.

(Through C. O. Madison Barracks, N. Y.)

Subject: Delay in submitting reports.

The division commander directs that you submit without further delay the reports of your recent inspection of the Organized Militia of the State of New York, and that you submit an explanation of your failure to comply with par. 6, S. O. 25, c. s., these headquarters.

J. R. HENRY.

fold of the first sheet will be on the outside, thus exposing to view the office numbers.

7. *Brief*.—The matter described in paragraph 1 of this order will constitute the brief of the letter.

8. *Folding*.—Letter paper will be folded in three and fools-cap in four equal folds, parallel with the writing; the top fold will be folded toward the back of the letter and the lower fold over the face of the letter. In three-fold letters both the brief and the office mark will be on the outside. In three-fold letters of more than one sheet the two lower folds of the sheets other than the first will be placed between the first and second folds of the first sheet, thus exposing to view both the brief and the office mark. In four-fold letters, whether of one or more sheets, the brief will be exposed to view by covering the office-mark fold or the office mark be exposed to view by covering the brief, according as it is desired to keep either the one or the other exposed to view for the purpose in hand.

9. *Inclosures*.—All inclosures will be numbered and will be given the proper office marks. Inclosures to the original communication will be noted on the face of the letter to the left of the signature. If others are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the back of the lower fold of the first sheet of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus "One inclosure—fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "Inclosures." Officers through whose hands official papers pass will make the inclosures secure when they are not so. The entry of serial numbers on inclosures and of notations on papers to show the presence of inclosures to an original communication or to show inclosures added to or withdrawn from a case when indorsements are written, as illustrated by the Correspondence Model distributed by The Adjutant General of the Army, will be made in the office in which the inclosures concerned originate or are added or withdrawn. The total number of inclosures accompanying a paper will be noted at the foot of each indorsement thereon.

INDORSEMENTS.

10. *Form.*—The writing width of indorsements will be the same as that of letters. The first indorsement will begin about one-half inch below the rank after the signature of the writer of the letter, and succeeding indorsements will follow one another serially, with a space of about one-half inch between indorsements.

The serial number of the indorsement, the place, the date, and to whom written, will be written as shown in the example (par. 21).

When typewritten, indorsements will be written single-spaced with a double space between paragraphs. The paragraphs will be numbered consecutively.

11. *Additional sheets.*—Should one or more additional sheets be necessary for indorsements, sheets of the same size as the letter will be used.

12. *"Respectfully referred," etc., to be omitted.*—In referring, transmitting, forwarding, and returning papers, the expressions "Respectfully referred," "Respectfully transmitted," "Respectfully forwarded," and "Respectfully returned," will be omitted.

13. *Routine indorsements to be signed with initials.*—Indorsements of a routine nature, referring, transmitting, forwarding, and returning papers, will not be signed with the full name, but with the initials. For example:

1st Ind.

Hq. 24 Inf., Madison Bks., N. Y., Jan. 1, 1911—To C. O., Co. C, 24 Inf.
To note and return. M. A. R.

2nd Ind.

Co. C, 24 Inf., Madison Bks., N. Y., Jan. 2, 1911—To the Commanding Officer.

Returned. Contents noted. I. K. S.

Nothing in this order shall be construed as prohibiting the practice that obtains at present at department and other headquarters of referring, transmitting, forwarding, and returning papers to the various staff officers thereat without signature or initials.

LETTERS AND INDORSEMENTS.

14. *Numbering of pages.*—The pages, beginning with the first, will be numbered midway about one-half inch from the

bottom. In referring to an indorsement by number, the number of the page will also be given. Thus: "5th Ind., page 3."

15. *Carbon copies.*—All letters and indorsements that are typewritten, excepting letters of transmittal, reports of taking leave of absence, periodical reports, and other communications of a similar nature, will be made with two carbon copies. One copy will be retained for the records of the office in which the letter was written, and the other will be forwarded with the communication for the files of the first office in which a complete copy of the communication is required for the records, but such forwarded copy will not be regarded as an inclosure within the meaning of paragraph 9 of this order. The carbon copy retained for the office record will be initialed by the person responsible for the letter, and such person is charged with the duty of seeing that the name of the official who signs the letter and any changes made before signature are inserted in the carbon. When a complete copy of a communication is not required for the records of an intermediate office the carbon copy will be forwarded to the next office. In offices authorized to use the record card system the carbon copies will be made on sheets of perforated paper, furnished by the Quartermaster's Department, with perforated sections the same width as the standard record file cards. The sheets will be torn along the perforations and the sections attached to the record file cards. In other offices the carbon copies will be made on ordinary paper and the retained copy filed in the document file. The provisions of this paragraph apply only to communications addressed to individuals and offices within the military service.

16. *Press copies.*—Press copies will not be used except by written authority of the Secretary of War.

17. Communications written prior to the receipt of this order are not subject to its provisions when in the future they are received or transmitted by any office or individual.

18. *Printed and multigraph forms.*—Nothing in this order is intended to prohibit the use of printed or multigraph forms of letters and indorsements in offices now using such forms, provided the forms conform to the general principles of this order. The back of the first sheet of such forms, except the fold containing office marks, may be used for indorsements.

19. *Channels of communication.*—All classes of official communications heretofore addressed to adjutants or to adjutants

general other than The Adjutant General of the Army will in the future be addressed to the commanding officer concerned.

20. Points not touched upon in this order will be governed by the present regulations on the subject of correspondence.

21. *Example.*—The following example will be used as a guide in carrying out the instructions contained in this order:

20

FORT RILEY, KANS.,
October 27, 1910.

From: The Ordnance Officer.

To: The Commanding Officer, 7th Cav.

Subject: New system of issuing ordnance stores.

1. In compliance with instructions contained in a letter from The Adjutant General's Office, dated November 27, 1909, regarding the testing of a new system of issuing ordnance stores, the following report concerning the working of this system is submitted.

2. As far as I have been able to observe, the new system has no disadvantages. Its advantages are:

* * * * *

A----- B-----,
1st Lt., 7th Cav.

1st Ind.

Hq. 7th Cav., Ft. Riley, Kans., Oct. 29, 1910—To the C. O., Ft. Riley, Kans.

I concur in the conclusions of the Ordnance Officer.

C----- D-----,
Major, 7th Cav., Comdg.

2d Ind.

Hq. Ft. Riley, Kans., Nov. 1, 1910—To Comdg. Gen., Dept. of the Mo.
Approved.

E----- F-----,
Brig. Gen., Comdg.

(Stamp) To Chief Ordnance Officer.

3d Ind.

Hq. Dept. of the Mo., Nov. 2, 1910—To The Adjt. Gen., U. S. A.
Approved.

G----- H-----,
Brig. Gen., Comdg.

4th Ind.

A. G. O., Nov. 5, 1910—To the C. of O.

36949—204

5th Ind.

Ghs—Bam

Office of the C. of O., Nov. 5, 1910—To Comdg. Officer, Rock Island Arsenal.

For remark with reference to paragraph 2 of the within letter. By order of the Chief of Ordnance.

I----- J-----,
Capt., Ord. Dept.

36949—204

6th Ind.

159—181

Hf—L

Rock Island Arsenal, Ill., Nov. 14, 1910—To the Chief of Ordnance.

1. It is the practice at this arsenal to make shipments of all articles required on * * * * *

2. The final shipment in this particular case was delayed by the failure of ----- to supply acceptable * * * *

K----- L-----,

Lt. Col., Ord. Dept., Comdg.

(Stamp) Rec'd back, O. C. of O., Nov. 16, 1910.

36949—204

7th Ind.

JMy

Office of the C. of O., Nov. 17, 1910—To The Adjt. Gen., U. S. A.

Returned in connection with O. O. file 36949—198 (A. G. O. 1527570).

M----- N-----,

Lt. Col., Ord. Dept.,

Actg. C. of O.

(Stamp) Rec'd back, A. G. O., Nov. 18, 1910.

1527570

8th Ind.

War Department, A. G. O., Nov. 18, 1910—To Comdg. Gen., Dept. of the Lakes; Comdg. Gen., Dept. of Dakota; Comdg. Gen., Dept. of the Mo.; etc. * * *

Returned in connection with papers referred to in the preceding indorsement hereon. The early return of all papers is desired. By order of the Secretary of War.

O----- P-----,

Adjutant General.

9th Ind.

Hq. Dept. of the Lakes, Nov. 22, 1910—To Comdg. Gen., Dept. of Dakota.

Noted.

R----- S-----,

Brig. Gen., Comdg.

(Stamped
indorsement.)

10th Ind.

A. G. O. D. D.

Nov. 25, 1910.

To the Chief Ordnance Officer.

(G. O. 23, 1912—1930959, A. G. O., as amended by Par. I, Bul. 24, 1912—1930959, and Par. III, G. O. 53, 1913—1930959 D, A. G. O.)

175. Carbon copies of requests for authority to advertise.—With reference to the preparation of carbon copies of correspondence as prescribed in General Orders, No. 23, War Department, 1912, paragraph 174, this compilation, a carbon

copy of each request for authority to advertise made upon the prescribed blank forms will be forwarded, with the original of such request, for retention in the office of the Secretary of War. (*Par. III, G. O. 40, 1915—2296625, A. G. O.*)

176. Use of word "confidential."—1. The word "confidential" will not be placed on any communication from the War Department, except where the subject matter is intended for the sole information of the person to whom addressed. If some military necessity should exist therefor the contents of such a communication may be made known to others, but the person to whom the communication is addressed must assume all responsibility for taking such action.

2. When the contents of any publication, document, communication, map, drawing, or blue print are intended for the information of a certain class or classes of individuals and not for the public at large it will not be marked confidential, but a statement printed or written, indicating to whom the contents may be disclosed, will be furnished. Persons receiving such a publication, document, communication, map, drawing, or blue print will exercise due care that its contents are not imparted to any unauthorized person.

3. The following publications will not be considered confidential in the future:

Test of Mortar Fire at Portland Harbor, Me., Fall of 1901; published by the Board of Ordnance and Fortification, 1902.

Test of System of Fire Control and Direction at Pensacola Harbor, Fla., April, 1903; published by the Board of Ordnance and Fortification, 1903.

Revised System of Fire Control and Direction, including Articles of Equipment and Material Supplied by Several Bureaus of the War Department, 1905; published by the Board of Ordnance and Fortification. The First Appendix is included therein, see page 15.

Second Appendix to Revised System of Fire Control and Direction; issued by the Second (Military Information) Division, General Staff, upon the recommendation of the Chief of Artillery, 1907.

Notes on Panama; issued by the Second (Military Information) Division, General Staff, 1903.

4. Mimeographs, bulletins, printed circulars, or blue prints, marked "confidential," which have been issued in the past by

the different bureaus of the War Department for distribution to certain officers, are for the use of officers and enlisted men and civilian employees of the United States when necessary in connection with their work. (*Par. II, Cir. 78, 1907—1291695, A. G. O.*)

177. Reference of Comptroller's decisions to Judge Advocate General.—All decisions received from the Comptroller of the Treasury by disbursing officers on their own application or appeal, and all decisions of the Comptroller of the Treasury received in any bureau of the War Department, will be sent to The Adjutant General of the Army for reference to the Judge Advocate General for notation and return. (*Par. IV, G. O. 26, 1913—1978968 A, A. G. O.*)

178. Correspondence in battalions or squadrons.—Correspondence relating to the personnel, instruction, discipline, or equipment of a company, battery, or troop in battalion or squadron will pass through the battalion or squadron commander. No official record, however, will be kept by the battalion or squadron commander of such correspondence. (*Par. IV, G. O. 8, 1914—2057597, A. G. O.*)

179. Applications for reenlistment.—Applications originating with enlisted men for reenlistment in organizations stationed beyond the territorial limits of the department in which the men are serving will be forwarded by post commanders directly to The Adjutant General of the Army. (*Par. V, G. O. 24, 1912—1909387, A. G. O.*)

180. Data for changes on enlistment papers or muster rolls.—When an officer of the Army finds it necessary, on account of errors or omissions, to have changes or corrections made on enlistment papers or muster rolls that have been furnished to The Adjutant General's Office, he will forward the data pertaining to such changes or corrections directly to The Adjutant General of the Army. (*Par. IV, G. O. 24, 1912—1909387, A. G. O.*)

181. Prompt reply to be made to official communications.—Officers who fail to make prompt reply to official communications without satisfactory excuse for the delay will be subjected to disciplinary measures.

When, in order to make proper reply, it is necessary to examine papers not at hand or to consult with other persons at a distance, or when for other sufficient reason full and prompt reply is impossible, acknowledgment of the receipt of the

communication will be made at once with a statement giving the cause of the anticipated delay.

The commanding officer of every Army post and station will take such steps as he may deem expedient to insure prompt reply by officers of his command to official communications sent them which require reply. (*Par. I, Cir. 25, 1906—1124028, M. S. O.*)

182. Communicating orders to marines serving with the Army.—The following rules prescribe the method of communicating orders to marines detached for service with the Army, by order of the President, under sections 1619 and 1621, Revised Statutes:

1. When marines are, by order of the President, detached for service with the Army, the Commandant of the Marine Corps is, for the time the marines are detached and for the purpose of administering the affairs of such detachments, an official of the War Department. He retains such control and jurisdiction over said detached forces as shall enable him to make the necessary transfers of officers and men from and to the commands and to exercise a general supervision over all expenditures and supplies needed for the maintenance of and connected with the management of the marine forces so detached. He shall be responsible to the Secretary of War for the general efficiency and discipline of so much of the corps as is detached for service with the Army.

2. Communications which relate exclusively to the routine business of the Marine Corps and do not involve questions of administrative responsibility within the supervision of the commanding officer of the combined forces, and which do not relate to individual interests or status of a military nature requiring the action of said commanding officer, will be forwarded direct between the headquarters of the Marine Corps and the senior officer of said corps serving with the detached force.

3. All communications regarding the personnel of marine detachments on duty with the Army will be addressed to the proper representative of the Marine Corps and forwarded to The Adjutant General of the Army, who, unless the War Department directs their return to the major general commandant for modification, will forward them. (*Par. II, Cir. 18, 1908—1271429 D, A. G. O.*)

RECORD KEEPING.

183. Record keeping and business methods at administrative headquarters.—At each administrative headquarters of the Army, the following methods will be observed in the keeping of records and the transaction of official business:

No record shall be kept in any office at a military headquarters respecting matters of which an established record or file is kept in any other office of the same headquarters to which the matter covered thereby properly pertains, but information shall be obtained from the latter source on application therefor as occasion may require. Thus, no record will be made in the office of the adjutant of a paper destined for the action of another office, except when the commander desires to take some previous action, and generally only such papers will be filed in the office of the adjutant as do not pertain to the business of any of the subordinate offices.

Mail received in any office will be opened promptly and each communication will be stamped with the name of the office and date of receipt. Communications pertaining to the business of the office will then be separated from those pertaining to the business of other offices; the latter will then be marked with the initials of the office to which they pertain and at once sent to the proper offices; the former, if of sufficient importance to be made of record, will then be entered.

Each staff officer is responsible that communications sent to him are promptly acted upon. In a case requiring the action of the commander, the staff officer will submit the case to him through the chief of staff or adjutant with a memorandum, when necessary, giving a summary of the case and containing his recommendation as to proper action.

In case of routine papers to be forwarded, or returned to higher authority, the staff officer will submit them with indorsement prepared for signature of the commander; if to be returned or transmitted, with instructions or remarks, the indorsement will be prepared for signature of the adjutant.

When acted upon by the commander the proper steps to carry such action into effect will be taken by the chief of staff or adjutant and the papers returned to the office of record, when they will be finally disposed of, i. e., filed, forwarded, transmitted, or returned, without further indorsement or action of that office, except to note disposition in the record. (*Par. II, G. O. 191, 1905—1069332, M. S. O.*)

184. Inspections of business methods, department headquarters.—Under the provisions of paragraph 878, Army Regulations, the Inspector General's Department is charged with the inspections necessary of each department headquarters to determine whether or not the prescribed methods of official business are strictly carried out. Report of inspections made under this order will be submitted to the Secretary of War through military channels, and after action has been taken upon the irregularities noted in the reports they will be returned to the Inspector General. (*Par. I, G. O. 191, 1905—1069332, M. S. O.*)

185. Filing of desertion circulars at posts.—Desertion circulars are sent to the commanding officers at military posts with a view to the prompt identification of any deserters that may be delivered there and are not intended to be recorded or filed as required for official papers. The desertion circulars sent to a post will, however, be kept on file at post headquarters and will be arranged in alphabetical order, or indexed, so that the circular containing the description of any particular deserter can be found readily when wanted. (*Pars. 1-3, Cir. 3, 1910—1606097, A. G. O.*)

ARTICLE XXI.

CHANGES IN REGULATIONS AND MANUALS; ORDERS, BLANK FORMS, AND MILITARY PUBLICATIONS.

186. "Changes" and "Bulletins" issued by War Department.—1. Amendments to Army Regulations and other regulations and manuals of the War Department are published as "Changes" and are furnished to those individuals and offices that have received copies of those publications. These changes will be incorporated in the publications amended by cutting out each paragraph of the changes and securely pasting it opposite the changed paragraph of the publication. The changes will not be kept as a separate file by any office or individual.

2. Matter of a purely informatory nature of sufficient interest to be communicated to the service and containing no orders or instructions is published in "Bulletins." A file of bulletins will be kept at depots, arsenals, post and higher headquarters, and headquarters of organizations larger than a battalion, but need not be kept at other offices or by individuals. (*Par. I, G. O. 11, 1912—1888405 A, A. G. O., as amended by Par. II, G. O. 50, 1915—2305322, A. G. O.*)

187. Orders, etc., issued from department and division headquarters.—Commanding generals of territorial departments and tactical divisions in the field will forward to the chiefs of bureaus of the War Department such number of copies of general orders, general court-martial orders, bulletins, circulars, and special orders, issued from their headquarters, as may be directed from time to time by the War Department: (*G. O. 76, 1883, and letters of instruction, A. G. O.*)

188. Distribution of blank forms and books.—1. Distribution to posts and organizations of the Army of blank forms and books furnished by The Adjutant General's Department will be made, under the immediate direction of The Adjutant

General of the Army, by the adjutants of the several territorial departments or tactical divisions. Any communication with regard to such distribution should be addressed directly by department or tactical division adjutants to The Adjutant General of the Army, who will convey directly to them such instructions as may be necessary. The adjutants of the territorial departments within the geographical limits of which the United States Military Academy, the service schools enumerated in paragraph 449, Army Regulations, the United States Disciplinary Barracks or any branch thereof, general recruit depots, general recruiting stations, general hospitals, arsenals, and general depots of supply are situated will make distribution to those places. Distribution to mine planters and cable ships and to Army transports for the needs of the permanent detachments serving on board transports will be made by the adjutants of the territorial departments within the geographical limits of which the vessels are serving or have home ports. Blank forms supplied by The Adjutant General's Department will be furnished to the quartermasters of Army transports only in sufficient numbers to meet the needs of permanent detachments serving on board the transports. Such blank forms will not be furnished to transport quartermasters for the use of troops on board changing station. Commanding officers of organizations under orders to sail on transports will obtain before leaving their stations, and will keep accessible during the voyage, a supply of forms sufficient for the needs of their organizations during the voyage.

2. Department and tactical division adjutants will carefully scrutinize all requisitions submitted to them under the foregoing provisions for blank forms and books distributed by The Adjutant General's Department, in order to prevent any waste thereof and will see that the issues on such requisitions are restricted to the actual needs of organizations based on their strength and the proper requirements of the service.

3. Department and tactical division adjutants and organization and other commanders using such blank forms and books will, except in emergency, make but two requisitions a year, on January 1 and July 1, for the number of blanks and books required by them during the following six months.

4. Requests from individual officers for copies of blank forms issued by The Adjutant General's Department, and not obtain-

able under existing orders from the department adjutants of the territorial departments in which such officers are stationed, will be sent directly to The Adjutant General of the Army and not through military channels.

5. Blank forms that are used at civil educational institutions will be furnished directly to such institutions by The Adjutant General of the Army.

6. Textbooks will be furnished to civil educational institutions by the War College Division, General Staff. Requisitions for such books as may be needed will be made directly to the Chief, War College Division, General Staff, Army War College, Washington, D. C. (*Par. II, G. O. 14, 1908, as amended by par. 4, Cir. 55, 1908—1375656, A. G. O.; Par. I, G. O. 80, 1911—1325808, A. G. O.; Par. II, Cir. 34, 1908—1368322, A. G. O.; Par. II, G. O. 26, 1909—1473740, A. G. O.; Par. III, G. O. 24, 1912—1909387, A. G. O.; Par. I, G. O. 6, 1914—2100878, A. G. O.*)

189. Military publications, issue and sale.—The following-named official publications of the War Department and private publications obtained for the Army are available for issue or sale, as follows:

To.	How.
Officers of the Army ¹ -----	Gratuitous issue.
Organizations of the Army-----	Requisition.
Organized Militia-----	Requisition under sec. 1661, R. S.
Organized Militia-----	Sale for cash, act of Congress, Jan. 21, 1903.
Educational institutions----	Sale for cash, act of Congress, July 17, 1914.

Official publications.

Title and edition or date of publication.	Approximate cost.
American Campaigns (Steele), 1909 ² -----	\$2.25
Army Horse in Accident and Disease, 1909 ² -----	.40
Army Pay Table, May 1, 1913-----	.50
Army Ration, Issue and Conversion Tables, Apr. 23, 1913----	.015
Conventional Signs, 1912-----	.06
Digest of Opinions, Judge Advocate General, 1912-----	1.89
Drill Regulations:	
Cavalry Drill Regulations, 1902-----	.40
Cavalry Service Regulations (Experimental), 1914 ² -----	.30
Coast Artillery, 1914 ² -----	.30
Field Artillery, Horse and Light, Provisional, 1911 ² -----	.30
Field Artillery, for 4.7" Gun, Provisional, 1914 ² -----	.15
Mountain Artillery, Provisional, 1908 ² -----	.35

¹ Private publications not supplied gratuitously to officers.

² Textbooks used in garrison schools or in the examination of officers of the Army for promotion.

Official publications—Continued.

Title and edition or date of publication.	Approximate cost.
Drill Regulations—Continued.	
Infantry, 1911, corrected to November, 1913 ¹ -----	\$0.20
Machine-Gun Platoon, Infantry, 1909-----	.18
Machine-Gun Platoon, Cavalry, 1914-----	.06
Saber Exercises, 1914 ¹ -----	.20
Sanitary Troops, 1914 ¹ -----	.30
Signal Corps Field Companies, 1911 ¹ -----	.30
Equitation and Horse Training, Notes on, 1910 ¹ -----	.29
Guide, Inspector General's Department, 1911-----	.60
Gunnery and Explosives, for Field Artillery Officers, 1911 ¹ ---	.30
Manuals:	
Army Bakers, 1910-----	.25
Army Cooks, 1910-----	.35
Army Horseshoer, 1912-----	.29
Courts-Martial ¹ -----	.30
Engineer, Field, 1912 ¹ -----	.78
Field Maneuvers, 1910-----	.02
Interior Guard Duty, 1914 ¹ -----	.15
Medical Department, 1911 ¹ -----	.45
Military Railways, 1910-----	.43
Noncommissioned Officers and Privates, Organized Militia and Volunteers, 1914-----	.20
Pack Transportation (Daly), 1910-----	.89
Physical Training (Koehler), 1914-----	.20
Quartermaster Corps, 1915-----	
Signal Corps:	
No. 8, Apparatus for Fire Control and Direc- tion, 1914 ¹ -----	
No. 3, Electrical Instruments and Telephones, 1910 ¹ ---	.42
No. 2-A, Commercial Radio Service Between Ship and Shore Stations, 1914-----	.70
No. 7, Property and Disbursing Regulations, 1912 ¹ ---	.90
Signal Book, 1914-----	.25
Multiplex, Telephony and Telegraphy, 1911-----	.35
Small-Arms Firing, 1913 ¹ -----	.21
Submarine Mining, 1912 ¹ -----	
Infantry Equipment, Organized Militia, 1912-----	.10
Military Laws of the United States, 1914-----	2.45
Military Policy of the United States (Upton) ¹ -----	.28
Military Reservations, etc., 1910-----	1.67
Official Table of Distances, 1910-----	1.08
Ordnance Publications:	
Ordnance Handbook-----	
Ordnance Pamphlets ^{1 2} -----	
Ordnance Property Regulations-----	.40

¹ Textbooks used in garrison schools or in the examination of officers of the Army for promotion.

² To be requisitioned for by number.

Official publications—Continued.

Title and edition or date of publication.	Approximate cost.
Regulations:	
Army, 1913 ¹ -----	\$0.50
Coast Artillery Instruction and Target Practice, Annual ¹ -----	.10
Field Firing and Proficiency Test, 1911-----	.07
Field Service, 1914, corrected to July 1, 1914-----	.26
General Hospitals, 1914-----	.12
Mine Planters, 1909-----	.10
Organized Militia, 1910-----	.29
Rules of Land Warfare, 1914-----	.35
Uniform, 1914-----	.05
Transport Service, 1914-----	.25
Soldiers' Handbook, 1913-----	.12
Tables of Organization, 1914-----	.20
Tables of Organization, Organized Militia, 1914 (Peace)-----	.19

Private publications.

All the World's Fighting Ships (Jane)-----	6.00
Applied Principles of Field Fortifications for Line Officers (Woodruff), 1909 ¹ -----	.80
Applied Tactics, Letters on (Griepenkerl), 3d Edition, 1913-----	1.63
Artillery Notes, Nos. 11, 12, and 18-----	
Ballistics: ¹	
High Angle Fire (Hamilton). Published in Vol. 40, No. 2, Journal U. S. Artillery (Whole No. 123)-----	
Notes on Direct Fire (Wildrick). Published in Vol. 43, No. 1, Journal U. S. Artillery (Whole No. 131)-----	
Campaign of Marengo (Sargent), 1897-----	.94
Campaign of Santiago de Cuba (Sargent), 3 Vols., 1907-----	3.50
Coast Artillery War Game (Chamberlaine), 1914 ¹ -----	.20
Company Training (Haking), 1913-----	1.40
Elements of International Law (Davis), 3d Edition, 1908 ¹ -----	1.82
Field Musician's Manual (Canty), 1914-----	1.29
Field Sanitation (Wilson), 1912-----	1.00
Gunnery Instruction, Journal U. S. Artillery. Annual-----	.15
Gunnery (Wise), 1912-----	2.28
Gunshot Injuries (La Garde), 1914-----	4.00
Handbook for the Use of Hospital Corps (Mason), 1912-----	4.00
Horses, Saddles, and Bridles (Carter), 3d Edition, 1906 ¹ -----	2.29
Infantry Tactics, Seventy Problems in (Morrison), 1914-----	2.00
Maps for above-----	1.25
Manual of Physical Drill (Butts), 1910-----	.73
Map Maneuvers and Tactical Rides (Sayre), 1912-----	1.25
Medical Service in Campaign (Straub), 2d Edition, 1912 ¹ -----	1.33
Mess Officers' Assistant (Holbrook), 1911-----	.83
Mess Sergeants' Hand Book (Holbrook), 1911-----	.83

¹ Textbooks used in garrison schools or in the examination of officers of the Army for promotion.

Private publications—Continued.

Title and edition or date of publication.	Approximate cost.
Military Explosives, Notes on (Weaver), 1912 ¹ -----	\$2. 29
Military Field Note-Book (Guild and Cotton) 1914, (sweat-proof cover \$0.10 extra)-----	. 75
Military Hygiene, Elements of (Ashburn), 1909 ¹ -----	1. 01
Military Hygiene, Manual of (Havard), 2d Edition, 1914-----	5. 00
Military Law of the U. S., Treatise on (Davis), 3d Edition, 1913 ¹ -----	5. 33
Military Map Reading (Sherrill), 1912-----	. 75
Military Maps Explained (Eames), 1909-----	. 82
Military Primer (Marshall and Simonds), 1913-----	3. 00
Military Sketching and Map Reading for N. C. O. (Grieves), 1914-----	1. 25
Military Topography for the Mobile Forces (Sherrill), 1912 ¹ -----	2. 00
Napoleon Bonaparte's First Campaign (Sargent), 1894-----	. 94
Night Movements (Training in, Based on Actual Experiences in War, translated from the Japanese, Burnett), 1914-----	1. 00
Noncommissioned Officers' Manual (Moss), 1912-----	1. 27
Notes on Field Fortification (Army Field Engr. School) ¹ -----	. 10
Notes on Field Artillery for Officers of all Arms (Spaulding), 1914-----	1. 25
Officers' Manual (Moss), 5th Edition, 1914-----	2. 00
Ordnance and Gunnery (Lissak), 1907-----	4. 57
Power and Power Transmission (Kerr), 2d Edition, 1913 ¹ -----	1. 54
Practical Electricity, Lessons in (Swoope), 14th Edition, 1913 ¹ -----	1. 68
Provisioning of a Modern Army in the Field (Sharpe), 2d Edition, 1908-----	1. 23
Rapid Reconnaissance Sketching (Sherill), 3d Edition, 1912-----	1. 05
Rifle in War (Eames), 2d Edition, 1909-----	1. 60
Sanitary Service, Management of, in War (Morrison and Munson), 2d Edition, 1911 ¹ -----	. 75
Sanitary Tactics, Principles of (Munson), 1911 ¹ -----	1. 35
Score Book, Bull's Eye (Johnston), loose leaf, 9th Edition, 1915-----	. 35
Score Book, Bull's Eye (Johnston), bound, 9th Edition, 1915-----	. 18
Score Book, U. S. Marine Corps (Harlee), 1913-----	. 10
Security and Information (Wagner), 15th Edition, 1903-----	1. 23
Service of Coast Artillery (Hines and Ward), 1909-----	3. 07
Soldier's Foot and Military Shoe (Munson), 1912-----	. 90
Spanish, Reader of Scientific and Technical (Wilcox), 1913-----	1. 75
Strategy (Wagner), 1903-----	. 47
Studies in Minor Tactics (Army School of the Line), 1915-----	. 50
Tactical Principles and Problems (Hanna), 4th Edition, 1913 ¹ -----	2. 50
Tactical Decisions and Orders (Buddecke)-----	1. 25
Tactics, Infantry, Vol. I (Balck, Krueger's translation), 1911-----	2. 40
Tactics, Cavalry and Artillery, Vol. II (Balck, Krueger's translation), 1914-----	2. 40

¹ Textbooks used in garrison schools or in the examination of officers of the Army for promotion.

Private publications—Continued.

Title and edition or date of publication.	Approximate cost.
Technique of Modern Tactics (Bond and McDonough), 1913 ¹ —	\$2. 15
Training Infantry (Morrison)-----	. 50
Troops on Riot Duty (Stockton and Dickinson), 1912-----	. 65

NOTE 1.—The Submarine Mining Manual and Signal Corps Manual No. 8, being confidential publications, will be sold or issued to others than Army officers, only on the approval of the Secretary of War in each case.

NOTE 2.—Cost of publications quoted above is approximate and subject to change.

Applications for publications should be addressed to the Chief, War College Division, General Staff, Washington, D. C. (*Bul. 3, 1915—1885276 A, A. G. O., as amended by Par. III, Bul. 11, 1915—2256368, A. G. O.; Par. III, Bul. 19, 1915—2286215, A. G. O., and Par. III, Bul. 29, 1915—2296727, A. G. O.; Par. III, Bul. 34, 1915—1885276 B, A. G. O.*)

190. Policy in reference to distribution of military publications.—The policy of the War Department in reference to the distribution of publications to the Army, in accordance with Bulletin No. 3, War Department, 1915, paragraph 189, this compilation, is announced for the information and guidance of all concerned:

1. Publications which are obtained by the War Department and issued, on requisition, to organizations of the Army, but which are not supplied gratuitously to officers, are furnished for the sole purpose of being used in the military instruction and training of such organizations.

2. The limited funds available for the distribution of publications by the War Department makes it impossible to furnish to any one organization the entire list of books given in Bulletin No. 3, War Department, 1915. Requisitions of commanding officers upon the War College Division, General Staff, will therefore be limited to those books which directly pertain to, and are required for the instruction and training of, the particular organization making the request.

3. Publications having no bearing on the instruction and training of any particular organization, but which are desired merely to provide reading material in libraries, will not be furnished. (*Par. I, Bul. 7, 1915—2257960, A. G. O.*)

¹ Textbooks used in garrison schools or in the examination of officers of the Army for promotion.

191. Destruction of obsolete military publications.—Company and other organization commanders are authorized to destroy obsolete publications of the following nature, with the exception of one copy of each, which will be retained for future reference:

Drill Regulations.

Manuals of Arms.

Manuals of Guard Duty.

Firing Regulations for Small Arms.

This authority will apply not only to the present but to the future, whenever new publications are received. (*Par II, G. O. 179, 1904.*)

ARTICLE XXII.

PAY ROLLS AND MUSTER ROLLS.

192. Charges on pay rolls for laundry work.—In making charges on pay rolls for laundry work done by a commercial laundry operated as a post exchange feature, or for laundry work done by a laundry owned and operated by a post exchange, such charges will be entered as due the “exchange laundry” instead of due the “post laundry,” the latter term being used to designate laundries operated and controlled by the Quartermaster Corps. (*Par. II, G. O. 122, 1911—182225½, A. G. O.*)

193. Charges on pay rolls for ordnance property.—When charges are made on pay rolls against an enlisted man on account of the loss or damage to property pertaining to the Ordnance Department, the officer who makes the charges will forward a report thereof on Form No. 94, Ordnance Department, to the quartermaster who is to pay the organization to which the soldier belongs. When charges of this character are made on final statements, the officer who makes the charges will forward a report thereof on the same blank form to the department quartermaster of the department in which payment is to be made. After verification of the charges the quartermaster or department quartermaster, as the case may be, will forward the reports directly to the Chief of Ordnance, except in the Philippine Department, where they will be forwarded through the chief ordnance officer of the department.

When charges are made on pay rolls against an enlisted man and not collected, reports will be made until the amount shall have been collected. If an enlisted man is separated from the service and the charges standing against him have not been collected on the pay rolls, a notation showing that the charges have been transferred to his final statements will be made on the report for the month in which the soldier was dropped. If for any reason final statements are not furnished to a discharged soldier, the notation will be modified so as to

show that fact. If an enlisted man is detailed or transferred to another organization and the charges standing against him have not been collected on the pay rolls, a notation will be made on the report for the month in which the detail or transfer was effected showing that the receipt of the soldier was obtained for the missing property, as prescribed in paragraph 1535, Army Regulations.

If an enlisted man should desert and the charges standing against him have not been collected, a notation will be made on the report for the month in which he is dropped for desertion showing that collection could not be made on that account; if the soldier should subsequently reenlist or be apprehended, any charges standing against him on the prior pay rolls will be transferred to the new rolls and reports thereof made on Form No. 94, Ordnance Department, until the charges shall have been collected.

If an enlisted man should desert and it should subsequently appear that the last roll upon which his name is borne did not cover all the charges that should have been made against him, the commanding officer of the organization to which the soldier belongs will take steps to have the necessary corrections made on the roll. The report required on Form No. 94, Ordnance Department, will be made as in other cases to cover the additional ordnance charges and notation made on the report showing why the charges have not been collected.

When the charges are made for the first time, the accountable officer is authorized to enter on the semiannual statement of charges (Form No. 86, Ordnance Department) a list of the missing articles and to take credit for the same on his next semiannual return, without being required to show that collection has been made of the charges. He is, however, not authorized to make entry on the statement of charges or to take credit for these articles on account of the same charges appearing on a subsequent pay roll by reason of failure to collect on a prior roll.

When an enlisted man is detailed or transferred to another organization, any articles of ordnance property for which he may be indebted to the United States at the time of the detail or transfer, and any other article of ordnance property which he may carry with him, will be dropped from the return of the accountable officer on the duplicate invoice and receipt transfer voucher (Form No. 152, Ordnance Department) as

prescribed in paragraph 1535, Army Regulations. If any of the articles appearing on this invoice have been dropped on the statement of charges, they will not be again dropped by virtue of this voucher. Such articles as the soldier may be indebted for will not be entered on the statement of charges or on Form No. 94, Ordnance Department, as charged on the Descriptive List, or on the descriptive and assignment card. (*G. O. 59, 1907—1216914, M. S. O.*)

194. Preparation of pay rolls, muster rolls, etc., on typewriting machine.—The preparation of muster rolls, pay rolls, inventories of effects, and certificates of disability for discharge, on a typewriting machine, is authorized, provided a black-record ribbon of standard quality is used, but carbon copies of such papers will not be forwarded to the War Department.

Under no circumstances will discharge certificates and final statements be prepared on a typewriting machine. (*Par. 4, Cir. 5, 1909, as amended by Par. I, Cir. 41, 1910—1660247, A. G. O.*)

ARTICLE XXIII.

EFFICIENCY RECORDS OF OFFICERS.

195. Compilation and custody.—1. The Adjutant General of the Army is charged with the compilation and custody of the efficiency records of officers of the Army. These efficiency records are prepared for the information and consideration of the chiefs of bureaus concerned and of higher authority in official matters. The records are regarded as confidential, but an officer may be permitted to see his own record in the office of The Adjutant General. Such permission does not authorize correspondence with respect thereto, except as to clerical errors or evident misstatement of facts.

2. The efficiency record of an officer is compiled from official data in The Adjutant General's office and comprises the following information:

(a) Statement of service—published in the Army Register.

(b) Statement of military qualifications and business experience; knowledge of foreign languages; degrees received from civil institutions of learning; whether single or married and the number of minor children.

(c) Results of garrison school examinations; standing at service schools and in examinations for appointment or promotion.

(d) Matters of a miscellaneous nature, including courts-martial, reprimands, commendations; extracts from orders, from annual reports of department and other commanders, from inspection reports, and official correspondence wherein mention of an officer's efficiency is made.

(e) A summary of efficiency reports prepared under paragraphs 829 and 830, Army Regulations.

(f) Participation in battles, engagements, or actions.

A photograph, if received, is filed with the record.

3. Extracts from reports and letters of inspectors, commanding generals, and other officers, when submitted by them in the performance of official duty, that relate in any way to

the efficiency, capacity, conduct, and status of an officer, will be made a part of that officer's efficiency record; and, as a rule, no letters, reports, or extracts of a commendatory or derogatory nature will be made a part of an officer's efficiency record, except when they are submitted in the manner specified. Copies of all letters, reports, extracts, etc., which are to be made a part of an officer's compiled efficiency record will be furnished by The Adjutant General of the Army to the officer concerned.

4. Generally, no communication from any person who is not in or directly connected with the military service will be made a part of the compiled efficiency record of an officer. Communications containing mention of a special or notable character, such as letters of a commendatory nature or the reverse, written by proper civil or diplomatic officials under whom an officer may be serving, such as a minister or an ambassador, or the governor or the adjutant general of a State if the officer is serving on his staff, may, however, be submitted to The Adjutant General of the Army for consideration as to the advisability of entering their contents upon the compiled efficiency record. (*Bul. 15, 1914—1980224 D, A. G. O.*)

196. Data for efficiency records.—In order to make the compiled efficiency records of officers of the Army as complete and comprehensive as possible all department and other commanders and all chiefs of staff departments, the superintendent of the Military Academy, the commandant of each service school, the commandant of the United States Disciplinary Barracks and of any branch thereof, the commanding officer of a general recruit depot, and the commanding officer of each arsenal, armory, and general depot of supply will forward, through military channels, to The Adjutant General of the Army the originals or authenticated copies of all matters bearing on this subject relative to Army officers on the active list. (*G. O. 1, 1903, A. G. O.*)

197. List of officers having knowledge of foreign languages.—There will be kept in the office of The Adjutant General of the Army a list of names of officers who have a speaking or translating knowledge of foreign languages. Any officer wishing to have his name entered thereon will make application directly to The Adjutant General of the Army, stating the language or languages and his speaking or translating knowledge thereof. When practicable, these officers

will be examined as to this knowledge before boards convened by War Department orders.

Any officer who has done any translating for the War College Division of the General Staff and who wishes to have his name entered upon this list as a translator will state that fact in his application. If it is found that the translating work done by him warrants it, his name will be entered upon the list without examination, and he will be so notified. (*Par. IX, G. O. 15, 1912—1904233, A. G. O.*)

ARTICLE XXIV.

PENALTY ENVELOPES AND SOLDIERS' LETTERS.

198. Penalty envelope.—1. The penalty envelope may lawfully be used—

(a) By chaplains in soliciting the aid and voluntary contributions of persons interested in the distribution of books appropriate for chapel services. (*Par. I, Cir. 29, 1903—482669, A. G. O.*)

(b) By officers in conducting correspondence pertaining to Army athletics. (*G. O. 143, 1904.*)

(c) Under the parcel-post law, to transmit official matter partaking of the characteristics of fourth-class mail matter not exceeding 11 pounds in weight nor greater in size than 72 inches in length and girth combined. (*Par. I, Bul. 12, 1913—2004954 B, A. G. O.*)

2. The penalty envelope can not lawfully be used to transmit, free of postage, the correspondence of officers detailed at colleges with the adjutants general of States in respect to matters that have no direct relation to the military affairs of the Army (paragraph 2, Circular 4, 1886; 1824, A. G. O., 1886); nor by officers detailed with the Organized Militia of a State in distributing general orders and bulletins of the War Department, or in conducting correspondence with militia officers and others with regards to militia business. (*Par. 3, Cir. 52, 1905—1032187, M. S. O.*)

3. It is immaterial whether the indorsement and statement required by law to be placed on penalty envelopes be written or printed. (*Par. II, Cir. 65, 1909—1576747, A. G. O.*)

199. Mailing of letters of soldiers in the field.—Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions, or other places where the United States domestic mail service is in operation, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," and signed thereunder, either with facsimile hand stamp or in

writing, with his official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the Navy and Marine service by any commissioned officer attached to the vessel, or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery. (*Par. II, Bul. 19, 1914—2155340 A, A. G. O.*)

ARTICLE XXV.

COURTS-MARTIAL.

200. Records loaned for use by or before courts-martial, military commissions, and boards.—The following rules with regard to original records loaned by bureaus or offices of the War Department or by the headquarters of an army, corps, division, or brigade or of a territorial department, for use by or before courts-martial, military commissions, courts of inquiry, and retiring, examining, and other boards, will be strictly observed by all concerned:

1. When the identification record prescribed by General Orders, No. 68, War Department, April 7, 1906, paragraph 171, this compilation, is needed as evidence before a general court-martial or a military commission, a duly authenticated photographic copy of such record will be furnished, if practicable, by The Adjutant General of the Army, and such copy, when admitted in evidence, will be appended to and made a part of the record of the trial. In case a copy of the identification record can not be furnished, the original record will be loaned to the court or commission and will be forwarded with, but not attached to, the record of the trial to the reviewing authority, who, immediately upon completing his review of the case, will return the identification record directly to The Adjutant General of the Army.

2. When any original record, other than an identification record, is loaned by any bureau or office of the War Department or by the headquarters of an army, corps, division, or brigade or of a territorial department, for use by or before any court-martial, military commission, or court of inquiry, the judge advocate or recorder of the court or commission will have a full copy of such record or of so much of it as is pertinent to the case, made and properly verified, and will submit the verified copy with the original record to the court

or commission. Immediately upon the conclusion of the trial or the proceedings in the case of a court of inquiry the judge advocate or recorder will return the original record directly to The Adjutant General of the Army, who will transmit it to the bureau or office of the War Department from which it was obtained, or if the original record shall have been obtained from one of the headquarters hereinbefore named the judge advocate or recorder will return the original record directly to the commanding general at those headquarters. Copies of original records loaned for use by or before retiring, examining, or other boards need not be made to accompany the record of the proceedings thereof, unless such copies are absolutely necessary to perfect such record.

3. When any original identification or other record is loaned by any bureau or office of the War Department or by the headquarters of an army, corps, division, or brigade or of a territorial department, for use as evidence before a court-martial, a military commission, or a court of inquiry, the fact that such original record was submitted to and considered by the court or commission, and that its return, as provided for in paragraphs 1 or 2 of this order, is imperative, will be clearly noted in the record of the proceedings of the court. When a verified copy of an identification or other record is furnished or is made by a judge advocate or recorder as hereinbefore directed, for use by or before any court-martial, military commission, court of inquiry, or any retiring, examining, or other board, the copy will be marked "Exhibit ——" and appended to the record of the proceedings of the court, commission, or board, and the fact that the copy is so marked and appended will be stated in that record.

4. In no case will any original identification or other record that is loaned for use by or before any court-martial, military commission, court of inquiry, retiring, examining, or other board be attached to or made a part of the record of the proceedings of such court, commission, or board. (*G. O. 32, 1909—1473186, A. G. O.*)

201. Evidence of genuineness of handwriting in court-martial cases.—The common-law rule of evidence would not permit a comparison of handwriting, unless the writing to be used as a standard was properly in the case for other purposes than mere comparison. (See *Dig. Ops. J. A. G., 1912, p. 536,*

XI A 17b (1) (a). This rule was changed by act of Congress approved February 26, 1913 (37 Stat., 683), which provides—

That in any proceeding before a court or judicial officer of the United States where the genuineness of the handwriting of any person may be involved, any admitted or proved handwriting of such person shall be competent evidence as a basis for comparison by witnesses, or by the jury, court, or officer conducting such proceeding, to prove or disprove such genuineness.

The rule prescribed by Congress will govern in courts-martial procedure. (*Par. V, G. O. 71, 1913—2097157, A. G. O.*)

202. Reports of courts-martial sentences affecting status of commissioned officers.—Immediately upon the promulgation of any sentence of court-martial in the case of a commissioned officer involving suspension from rank and command, confinement, reduction in lineal rank, or any other material change in the officer's status, the commander who has authority to approve such sentence and carry it into execution will advise The Adjutant General of the Army, by telegraph, of the sentence imposed as approved or mitigated and the date of promulgation thereof. (*Par. I, G. O. 6, 1910—1606106, A. G. O.*)

203. Payment of accounts of civilians for serving subpoenas.—Subpoenas should ordinarily be served by persons in the military service, but they may be served by civilians when service by persons in the military service is impracticable or less economical. Where service is made by a civilian, he is entitled to a reasonable compensation therefor, and his accounts will be sent to The Adjutant General of the Army with a view to payment. (*Par. 2, Cir. 42, 1906—1141177, M. S. O.*)

ARTICLE XXVI.

QUARTERMASTER CORPS.

BARRACKS AND QUARTERS.

204. Use of wall lockers, refrigerators, and chemical fire extinguishers.—The following instructions will govern in the use of wall lockers, refrigerators, and chemical fire extinguishers supplied by the Government at Army posts and stations:

1. Quartermasters will take up and account for, on their property returns, wall lockers and refrigerators, these articles to be branded with the post number of the building in which they are installed, and will not be removed therefrom without the authority of the department commander.

2. Inspections required by paragraph 1010, Army Regulations, will include wall lockers and refrigerators.

3. Chemical fire extinguishers will be distributed to the buildings requiring their protection and placed on shelves in conspicuous places easy of access.

The directions on each extinguisher as to manner of use, protection, and recharging will be followed.

Once annually, preferably at fire drill, all extinguishers charged with soda and acid solutions will be discharged and recharged and will be inspected six months after recharging.

All other chemical extinguishers will be inspected every six months, but will not be discharged unless necessary. (*Par. II, G. O. 81, 1905—1019822, M. S. O., as amended by Par. II, G. O. 77, 1913—1019822 A, M. S. O., and by Par. III, G. O. 5, 1914—2118028, A. G. O.*)

205. Standard color for lockers.—A standard color for all lockers in the possession of troops having been adopted, no color other than the standard will be used.

The standard color is as follows:

Paint to be mixed with best linseed oil in the proportion of 2 parts of raw umber, imported, to 20 parts of white lead, with

1 gill of best varnish to each gallon of linseed oil and sufficient quantity of Japan drier to dry and harden and give a neat gloss to the paint. (*Par. II, Cir. 21, 1905—1004506, M. S. O.*)

206. Use of public buildings by officers' clubs, messes, or similar social organizations.—No officers' club, mess, or other similar social organization of officers at any military post or station will be permitted to occupy any part of any public building, other than the private quarters of an officer, unless such club, mess, or other organization extends to all officers on duty at the post or station the right to full membership, either permanent or temporary, in such club, mess, or organization, including the right equally with any and all other members thereof to participate in the management thereof, to hold office therein, and to vote upon any and all of the affairs thereof in which the officers concerned have an interest.

Whenever at any military post or station permanent membership in any officers' club, mess, or other similar social organization, with the right to acquire an interest in the permanent property thereof, is limited to the members of a particular military organization, such club, mess or other social organization must, in order to be permitted to occupy any part of any public building, other than the private quarters of an officer, extend the right of temporary membership to all officers on duty at the post or station and on such reasonable terms as to initiation fees, dues, and other charges as should be satisfactory to the temporary members. In the event of a disagreement as to the reasonableness of any such terms, the commanding officer of the post or station will require the parties in disagreement to submit written statements of their respective views of the matter, and will forward those statements, through military channels, to the War Department for decision as to the questions involved. (*G. O. 54, 1909—1419547 D, A. G. O.*)

207. Instructions governing execution of leases for buildings and grounds and contracts for gas, electric current, and water supply for posts.—1. *Rentals, gas, water, and electric current.*—With due regard for law, regulations, and existing orders, action will be taken in accordance with the following instructions to execute leases for the ensuing fiscal year, or for such portion of the fiscal year as may be necessary, for buildings and grounds (including offices, storehouses, stables,

quarters, recruiting stations, drill grounds, camp grounds, target ranges, etc.), and contracts for gas, electric current, and water supply for posts, provided the services have been regularly authorized in the past and will continue to be absolutely necessary at the posts and stations in question.

2. *Renewals*.—If, after proper advertisement or due inquiry, premises or services other than those now leased or hired can be obtained at lower rates, and change can be made without detriment to the public service, action will be taken accordingly and the present leases or contracts will be permitted to lapse at the close of the fiscal year. Where no better terms can be secured, advantage will be taken of the option for renewal of the current leases or contracts. In executing new leases or contracts the option of the yearly renewal will be extended for the longest period to which the lessor will consent.

3. (a) *Rental of quarters for commissioned officers, acting dental surgeons, pay clerks, and members of the Nurse Corps*.—The law makes provision for the payment of commutation of quarters to commissioned officers, acting dental surgeons, veterinarians, pay clerks, and members of the Nurse Corps, when on duty with or without troops, at places where there are no public quarters available, so that individual quarters for them will not be rented by the Government. When in the economical and efficient administration of the Army it is essential to rent buildings to supplement Government-owned quarters or to house troops at places where the use of tentage is impracticable, the buildings so rented shall be considered as public quarters, and assignments to quarters in such buildings may properly be made, but in no case will quarters be rented for an individual of the classes mentioned in this paragraph. Instances where it may be necessary to rent buildings to quarter troops occur in the movement of troops, expeditionary or otherwise, and also in the efficient administration of hospitals when, owing to limited public-owned quarters, it is essential to provide quarters collectively for the members of the Nurse Corps there on duty. For buildings of this class heat and light will be furnished in kind by the Quartermaster Corps or provided by the terms of the lease, as in paragraph 6 of this order.

(b) *Rental of quarters for enlisted men*.—Rental of quarters for individuals is restricted to enlisted men, the law pro-

viding that when on duty at places where there are no public quarters available they may, when specifically authorized by the Secretary of War, be paid commutation of quarters at the rate of \$15 per month, or that in lieu thereof he may, in discretion, rent quarters for their use. The regulations governing the payment of commutation of quarters to enlisted men are prescribed in General Orders, No. 35, War Department, June 8, 1915, paragraph 230, this compilation, and commutation will be paid those enlisted men for whom quarters would otherwise have to be rented, except in cases of enlisted men serving in detachments. Thus, in all cases where a detachment of men is on recruiting, surveying, or other duty, where these men can be quartered together at less cost than the commutation rates would amount to, quarters should be rented, and general authority for such rentals is hereby granted.

(c) General authority is also granted to rent quarters in those cases where enlisted men are granted permission by the Secretary of War to live separately from the remainder of the recruiting party, detachment, or other organization to which they belong; quarters will be rented for them to cost not more than the cost of lodging them with the recruiting party, detachment, or organization. If in these cases, it appears desirable to rent at a cost exceeding the cost of lodgings with the party, application therefor will be made to The Adjutant General of the Army.

(d) Enlisted men below grade 14, on duty at military posts, with the exception of firemen, Coast Artillery Corps, should be quartered in barracks or in such noncommissioned officers' quarters as may be available and quarters will not be provided for them elsewhere by any means entailing an expense to the Government without the specific authority of the Secretary of War.

4. *Selecting quarters.*—The Quartermaster Corps is charged with the duty of renting quarters, which necessarily includes the duty of selecting the quarters. It is the duty of the quartermaster in renting quarters to select suitable quarters at the lowest obtainable commercial rate, taking into consideration the sphere or location of the duty of the enlisted men concerned. The interests of the Government are at all times to be subserved.

5. *(a) Renting' quarters.*—The theory of renting quarters is to supplement Government-owned quarters where they are insufficient to meet the requirements of the service, so that the rented quarters constitute public quarters and have the same status as Government-owned quarters as regards the question of assigning them to individuals. Government-owned quarters are not built or maintained for any individual, and while the necessity for renting quarters may arise in the case of an individual enlisted man, such fact does not destroy the theory of rented quarters as herein expressed. Therefore when it becomes necessary to rent quarters the body of the lease should not name the individual or individuals immediately affected, but, after describing the premises, should specify the number of rooms contained therein and recite that the premises are for the use of the Army at a specified place, followed by the statement that no public quarters are available. The individual or individuals immediately affected then should be assigned to quarters in the premises so rented, and in the event of his or their being relieved, their successors should be assigned to the quarters.

(b) Leases drawn as above indicated should each show the necessity for renting quarters and, on the brief, the name, rank, and organization of the occupant or occupants and the date, number, and source of the printed order or other authority placing the occupants on duty.

6. *Heat and light in connection with rentals.*—If heat and light are necessary, they will be furnished by the lessor whenever practicable, and the rental agreed upon will be expressed in the lease as including heat and light. The quartermaster will furnish on the brief of each lease a statement showing the subdivision of the total rental into items under "Barracks and quarters," and "Supplies, services, and transportation, Quartermaster Corps," items 121-*b* and 122. If the lessor can not furnish reliable information from which to obtain these data, the quartermaster will be governed by the actual cost or value of such service under existing local rates. In no case, however, will the quartermaster make arbitrary subdivisions based on regulation allowances.

7. *Water.*—The supply of water is not authorized as a separate item under leases for quarters, and payment therefor can not be made except as such service may be indirectly

involved in determining the actual commercial rental value of the quarters. In localities where water has a recognized commercial value in connection with the rental of quarters, the value of water may properly be considered in determining the rental value of quarters; in such cases, if deemed essential by the quartermaster, the leases may be drawn as "including water," but the entire service (rental proper and water), must be paid from appropriation, "Barracks and quarters."

8. *Recruiting service.*—Recruiting officers will take the necessary action to renew existing leases for main and auxiliary stations in accordance with these instructions as soon as the requirements for the ensuing fiscal year have been determined. For lodgings for recruits at all points where regularly required, proposal and acceptance agreement will be executed at the lowest obtainable rate per man per day.

(a) Upon receipt of proper orders from the War Department for opening additional auxiliary stations at any time during the ensuing fiscal year, suitable rooms will be rented at the lowest obtainable rate if funds are available.

(b) Paragraph I, General Orders, No. 240, War Department, 1909, paragraph 208, this compilation, will be complied with in making new leases; but in making renewals, where the United States has an option, such option will not be given up for the purpose of carrying out the provisions of this order when such action will prove disadvantageous to the Government.

9. *Stabling for officers' private mounts.*—Stabling is rented for private horses of officers who are required to be mounted (par. 1272, A. R., 1913, and Bulletin for Inspector-Instructors of the Organized Militia, par. 25, October 10, 1911), and for whose horses public stables are not available; but no stables will be rented where public stables are available, simply because such stable is inconveniently located. Leases for the rental of stable accommodations for officers' private mounts should show first the total price for which the lessor will feed and stable the mount or mounts; second, the amount that will be paid by the officer who owns the mount or mounts for care; third, the rate for forage and bedding; and, fourth, the rate for stable, in order that a proper division of appropriations concerned may be made. A certificate of the officer owning the mount or mounts, stating whether the livery serv-

ices have been rendered as stated in the lease and whether he has paid the amount stipulated in the contract for care of the mount or mounts should be filed with each voucher paid under such contract. There is no appropriation for paying for the care of private mounts, and such service will not be included in the lease except as above.

10. *Camp grounds.*—General authority is hereby granted for renting camp grounds at the lowest obtainable rates for troops on authorized practice marches and on “progressive military map work.”

(a) In his decision of October 3, 1905, the Comptroller of the Treasury ruled “That if an officer in command of troops upon the march makes his camping arrangements each night upon halting, he need execute no formal contracts for the use of the camp grounds; but if he contemplates remaining any further or considerable period of time upon such camp grounds, or if the march is performed in accordance with any fixed itinerary and the grounds are engaged by some officer sent ahead of the column in advance of their actual occupation by the troops, contracts in the manner provided by law should be executed.”

11. *Executing and forwarding leases.*—With the exception above stated, under head of “Camp grounds,” all rentals must be covered by a written lease, taking effect on the date when the premises are first occupied.

(a) When rentals are secured under formal lease, the leases will be executed in triplicate, one number thereof delivered to the lessor, two numbers forwarded to the Quartermaster General through the officer having charge of the funds for payment of same (department or depot quartermasters), who will state in forwarding whether or not sufficient funds have been apportioned to him to cover the amount called for in leases. One copy of such lease will be retained by leasing officer.

12. *Returns Office.*—In addition to the number of leases above called for, one copy will be forwarded for the Returns Office, in accordance with paragraph 563, A. R., 1913, but this does not apply to the proposal and acceptance form.

13. *Apportionments.*—While this order is sufficient authority to rent quarters, the authority is given with the understanding that the liabilities incurred must not exceed the

amount authorized or apportioned, and no leases will be entered into without special authority unless funds apportioned are sufficient to cover same.

14. *Termination of leases.*—When formal leases and other service contracts are terminated, two copies of the notice of termination will be forwarded to the Quartermaster General. Copies of such notices are not required to be forwarded to the Quartermaster General under the proposal and acceptance agreements, but when such service is to be terminated, written notice thereof should be served upon the lessor or contractor. (*G. O. 34, 1915—2290234, A. G. O.*)

208. Leasing of rooms for recruiting purposes.—1. Hereafter, officers who lease or arrange for the leasing of unfurnished rooms for recruiting purposes will require the lessors to furnish the articles and facilities enumerated below, when the same are needed for the rooms, and to make agreement accordingly in the leases:

- (a) Heat, including stoves or other facilities for heating.
- (b) Light, including lamps or other facilities for lighting.
- (c) Toilet, plumbing, and bathing facilities.
- (d) Window shades.

2. If closet space is necessary and included in a lease, such lease should provide that the necessary hooks and shelving be installed by the lessor.

3. The object of these instructions is to make it unnecessary for the Quartermaster Corps to supply for rooms leased for recruiting purposes articles that can not be readily moved and used elsewhere when the rooms are vacated. (*Par. I, G. O. 240, 1909—1586358, A. G. O.*)

209. Lease of quarters for enlisted men.—When an enlisted man for whom quarters are leased is absent on furlough, or on temporary duty on completion of which he is to return to his proper station, the lease will be continued in force during such authorized absence. (*Par. I, Cir. 78, 1910—1712053, A. G. O.*)

210. Instructions governing issue of fuel at posts.—

1. The allowances of fuel for all buildings or parts of buildings requiring separate fuel issues will be in accordance with tabulated allowances issued to each military post or station, except those in the Tropics, in separate form from time to time. The allowances shown on such tabulation are for each

month regardless of abnormal local temperature changes. The amounts as tabulated include all fuel for cooking and heating and for heating water, and are based on the amount of space to be heated, the character of heating equipment, nature of building, type of construction, local climatic conditions, and the average temperature for a period of 25 years. Each table will show allowances for each building and other purposes for each month and the totals for the entire year. The allowances, except for power purposes, will be cumulative for the entire year or for such period of the year as the building concerned may be occupied. A board of officers will be appointed by the post commander whenever necessary to investigate any apparent inadequacy of the allowances shown on these tables. The proceedings of this board will be forwarded through military channels, with recommendations, to The Adjutant General of the Army. The Inspector General will make a report upon the adequacy or inadequacy of the fuel allowance at each post for each building at the time of his annual inspection.

2. The standard fuel on which the tables of fuel allowances are based is anthracite coal having not more than 10 per cent of ash nor more than 10 per cent of volatile matter. This coal has been taken as standard for the reason of its uniformity of quality and is not to be construed as indicating that it is to be used in preference to any other fuel. In all cases fuel will be selected with regard to its cost and relative quality in the locality where used. The following table gives a tabulation of all common fuels for heating and cooking purposes with their respective per cent equivalents in terms of standard fuel. To convert any of these fuels to standard fuel, multiply the weight or measure by the proper factor indicated in the table; to convert the allowance as expressed in standard fuel to the allowance in the fuel actually in use, divide by the indicated factor.

Table of equivalents for the conversion of all fuels into terms of pounds of standard fuel.

Type of fuel and size.	Per cent ash.	Per cent volatile.	How issued.	Per cent equivalent.
Anthracite coal:				
Nut, egg, stove, furnace.....	0-10	0-10	Weight, lbs.	1.00
Do.....	10+	0-10	do.....	.98
Do.....	0-10	10+	do.....	.99
Do.....	10+	10+	do.....	.97
Pea and buckwheat, No. 1.....	0-10	0-10	do.....	.95
Do.....	10+	0-10	do.....	.93
Do.....	0-10	10+	do.....	.94
Do.....	10+	10+	do.....	.92
Buck wheat, Nos. 2 and 3.....	0-15	0-15	do.....	.90
Do.....	15+	0-15	do.....	.87
Do.....	0-15	15+	do.....	.88
Do.....	15+	15+	do.....	.86
Semibituminous coal:				
Screened lump ¹	0-10	0-15	do.....	.95
Do. ¹	10+	0-15	do.....	.93
Do. ¹	0-10	15-25	do.....	.94
Do. ¹	10+	15-25	do.....	.90
Run of mine ²	0-10	0-15	do.....	.93
Do. ²	10+	0-15	do.....	.90
Do. ²	0-10	15+	do.....	.91
Do. ²	10+	15+	do.....	.89
Slack ³	0-10	0-15	do.....	.90
Do. ³	10+	0-15	do.....	.88
Do. ³	0-10	15-25	do.....	.89
Do. ³	10+	15-25	do.....	.87
Bituminous coal:				
Screened lump ¹	0-10	25-35	do.....	.93
Do. ¹	10+	25-35	do.....	.91
Do. ¹	0-10	35-45	do.....	.90
Do. ¹	10+	35-45	do.....	.88
Run of mine ²	0-10	25-35	do.....	.90
Do. ²	10+	25-35	do.....	.88
Do. ²	0-10	35-45	do.....	.86
Do. ²	10+	35-45	do.....	.84
Slack ³	0-10	25-35	do.....	.85
Do. ³	10+	25-35	do.....	.83
Do. ³	0-10	35-45	do.....	.81
Do. ³	10+	35-45	do.....	.79
Lignite coal:				
Screened lump ¹	0-20	35-45	do.....	.75
Do. ¹	20+	35-45	do.....	.70
Do. ¹	0-20	45+	do.....	.70
Do. ¹	20+	45+	do.....	.65
Run of mine ²	0-20	35-45	do.....	.70
Do. ²	20+	35-45	do.....	.64
Do. ²	0-20	45+	do.....	.63
Do. ²	20+	45+	do.....	.57
Slack ³	0-20	35-45	do.....	.63
Do. ³	20+	35-45	do.....	.56
Do. ³	0-20	45+	do.....	.55
Do. ³	20+	45+	do.....	.48

¹ Coal that does not contain more than 15 per cent of fine material which will pass through a $\frac{1}{2}$ -inch mesh screen shall be termed "screened lump."

² Coal that contains more than 15 per cent and less than 35 per cent of fine material which will pass through a $\frac{1}{2}$ -inch mesh screen shall be termed "run-of-mine coal."

³ Coal that contains more than 35 per cent of fine material which will pass through a $\frac{1}{2}$ -inch mesh screen shall be termed "slack coal."

Table of equivalents for the conversion of all fuels into terms of pounds of standard fuel—Continued.

Type of fuel and size.	Per cent ash.	Per cent volatile.	How issued.	Per cent equivalent.
Coke, all sizes.....	Weight, lbs.	1.52
Charcoal, all sizes.....	do.....	1.00
Wood (all kinds):				
All sizes.....	Seasoned ¹	do.....	.40
Do.....	Green ²	do.....	.30
Gas:				
Natural.....	Cubic feet.....	.33
Artificial.....	do.....	.20
Acetylene.....	do.....	.56
Blau.....	do.....	.60
Gasoline.....	Gallon.....	42.50
Kerosene (mineral oil).....	do.....	42.50
Fuel oil.....	do.....	10.00
Electric current.....	Watthour.....	.026

¹ Wood that has been cut six months or more shall be termed "seasoned" wood.

² Wood that has been cut less than six months shall be termed "green" wood.

The per cent ash and per cent volatile of coals, as shown in the above table, will be taken from the contract and shall determine the classification of the coal throughout the delivery under that contract regardless of the results of analyses made from time to time. Where a contractor does not state the per cent ash and per cent volatile of the coal he proposes to deliver, the quartermaster shall ascertain the mine or mines from which the coal is obtained and report same to the Bureau of Mines, Washington, D. C., with request for statement as to the average per cent ash and per cent volatile content. Such percentages shall determine the classification of the coal throughout the delivery under that contract.

TABLE OF WEIGHTS OF WOOD PER CORD OF 128 CUBIC FEET.

All wood shall be issued or sold by weight, as shown in the following table. Where wood is purchased by the cord, the cost per pound will be found by dividing the cost per cord by the weight per cord of the wood purchased. Where mixed wood is purchased, the per cent of each variety shall be estimated and the weight per cord calculated proportionately.

Weight per cord of timber of various species.

Species.	Green.	Seasoned.	Species.	Green.	Seasoned.
<i>Hardwoods.</i>			<i>Hardwoods—Contd.</i>		
	<i>Lbs.</i>	<i>Lbs.</i>		<i>Lbs.</i>	<i>Lbs.</i>
Alder, red.....	4,150	2,600	Oak, California black..	5,900	3,650
Ash, Biltmore.....	4,050	3,650	Oak, canyon live.....	6,400	5,200
Ash, black.....	4,700	3,300	Oak, chestnut.....	5,600	4,300
Ash, blue.....	4,150	3,800	Oak, cow.....	5,850	4,650
Ash, green.....	4,300	3,800	Oak, laurel.....	5,850	4,400
Ash, Oregon.....	4,150	3,600	Oak, Pacific post.....	6,100
Ash, pumpkin.....	4,150	3,450	Oak, post.....	5,650	4,500
Ash, white (forest growth).....	4,150	3,750	Oak, red.....	5,750	4,100
Ash, white (second growth).....	4,600	4,300	Oak, Spanish (high-land).....	5,600	3,900
Aspen.....	4,250	2,500	Oak, Spanish (low-land).....	6,050	4,600
Aspen, large tooth.....	3,850	2,500	Oak, water.....	5,650	4,200
Basswood.....	3,700	2,450	Oak, white.....	5,600	4,500
Beech.....	4,950	4,050	Oak, willow.....	6,050	4,300
Birch, paper.....	4,600	3,550	Oak, yellow.....	5,650	4,100
Birch, sweet.....	5,300	4,400	Poplar, yellow.....	3,400	2,600
Birch, yellow.....	5,200	4,100	<i>Rhododendron,</i>		
Bird's-eye, yellow.....	4,400	2,350	great.....	5,600	3,750
Buckthorn, cascara.....	4,500	3,350	Sassafras.....	3,950	3,000
Butternut.....	4,150	2,500	Service berry.....	5,500	4,900
Chinquapin, western.....	5,500	3,000	Silver-bell tree.....	3,950	3,000
Cherry, black.....	4,150	3,350	Sourwood.....	4,750	3,750
Cherry, wild red.....	2,950	2,600	Sumach, staghorn.....	3,700	3,200
Chestnut.....	4,850	2,850	Sycamore.....	4,700	3,400
Cottonwood, black.....	4,150	2,250	Umbrella, Fraser.....	4,250	2,900
Cucumber tree.....	4,500	3,200	Willow, black.....	4,600	2,400
Dogwood (flowering).....	5,850	5,050	Willow, western black.....	4,600	2,900
Dogwood, western.....	4,950	4,400	Witch Hazel.....	5,300	4,300
Elder, pale.....	5,850	3,450			
Elm, cork.....	4,750	4,250	<i>Conifers.</i>		
Elm, slippery.....	5,050	3,500			
Elm, white.....	4,700	3,250	Cedar, incense.....	4,150	2,400
Gum, black.....	4,050	3,350	Cedar, Port Orford.....	3,500	2,900
Gum, blue.....	6,300	4,900	Cedar, western red.....	2,450	2,100
Gum, cotton.....	5,950	3,450	Cedar, white.....	2,500	1,950
Gum, red.....	4,150	3,250	Cypress, bald.....	4,300	3,200
Hackberry.....	4,500	3,500	Cypress, yellow.....	3,150
Haw, pear.....	5,650	4,550	Douglas fir, Pacific north-west.....	3,400	3,250
Hickory, bigshellbark.....	5,650	4,800	Douglas fir, mountain type.....	3,100	2,900
Hickory, bitternut.....	5,750	4,550	Fir, Alpine.....	2,500	2,050
Hickory, mocker-nut.....	5,750	4,900	Fir, amabilis.....	4,250	2,700
Hickory, nutmeg.....	5,500	4,000	Fir, balsam.....	4,050	2,350
Hickory, pignut.....	5,750	5,050	Fir, Noble.....	2,800	2,600
Hickory, shagbark.....	5,750	4,850	Fir, white.....	5,050	2,400
Hickory, water.....	6,200	4,300	Hemlock, black.....	4,050	3,000
Holly, American.....	5,150	3,750	Hemlock (eastern).....	4,350	3,100
Hornbeam.....	5,400	4,900	Hemlock (western).....	4,200	2,900
Laurel, California.....	4,850	3,650	Larch, western.....	4,300	3,500
Laurel, mountain.....	5,600	4,550	Pine, Cuban.....	4,750	4,200
Locust, black.....	5,200	4,550	Pine, jack.....	4,500	2,800
Locust, honey.....	5,850	4,750	Pine, Jeffrey.....	4,250	2,600
Madrona.....	5,400	4,000	Pine, loblolly.....	4,750	3,600
Magnolia (evergreen).....	5,600	3,250	Pine, lodgepole.....	3,500	2,700
Maple, Oregon.....	4,250	3,200	Pine, longleaf.....	4,550	3,950
Maple, red.....	4,600	3,450	Pine, Norway.....	3,800	3,200
Maple, silver.....	4,150	3,200			
Maple, sugar.....	5,050	4,100			
Oak, burr.....	5,600	4,200			

Weight per cord of timber of various species—Continued.

Species.	Green.	Seasoned.	Species.	Green.	Seasoned.
<i>Conifers—Continued.</i>			<i>Conifers—Continued.</i>		
	<i>Lbs.</i>	<i>Lbs.</i>		<i>Lbs.</i>	<i>Lbs.</i>
Pine, pitch.....	4, 850	3, 350	Pine, white.....	3, 500	2, 500
Pine, pond.....	4, 400	3, 750	Spruce, Englemann...	3, 500	2, 200
Pine, shortleaf.....	4, 500	3, 500	Spruce, red.....	3, 400	2, 700
Pine, sugar.....	4, 500	2, 500	Spruce, Sitka.....	3, 250	2, 400
Pine, table, mountain.....	4, 850	3, 450	Spruce, white.....	3, 300	2, 650
Pine, western white.....	3, 500	2, 800	Tamarack.....	4, 250	3, 550
Pine, western yellow.....	4, 150	2, 650	Yew, western.....	4, 850	4, 200

3. Where officers or organizations occupy quarters at a military post for the entire fiscal year, accounting for fuel shall be made at the end of the fiscal year. When officers of organizations transfer from one military post to another during any fiscal year, accounting for fuel shall be made at the time of leaving the post or station. Savings in allowances for fuel will not be carried from one station or post to another, nor from one building to another at the same post. Allowances for a portion of a month will in all cases be determined by dividing the allowance for the month by 30 and multiplying by the number of days the building is actually occupied. An officer responsible for the fuel consumed in a public building, as shown in paragraph 5, if relieved from such responsibility during the fiscal year, will make, at the time of his relief, a succinct explanation covering the conditions surrounding any excess consumption of fuel. The post commander will consider this explanation, bearing in mind the vagaries of the weather and the exigencies of the service, and will report the case, with his recommendations, to the department commander, who will determine whether or not relief from charge for the excess consumption will be granted. All excess consumptions under these provisions, and the action taken, will be reported to the Quartermaster General if, at the end of the fiscal year, an excess consumption should then appear for the building concerned.

4. To determine the rate to be charged for fuel consumed in excess of allowances where more than one type of fuel has been consumed, the rate to be charged will be found by the

following method: Multiply the total quantity of each type of fuel consumed by its unit cost in terms of standard fuel and divide the total cost by the total weight of standard fuel. This will give the average unit cost per pound of standard fuel consumed. Multiply this cost per pound by the number of pounds of standard fuel consumed in excess of the total allowances. This will give the amount to be charged for the fuel consumed in excess or allowances. The following example is given:

For a certain set of officers' quarters there are given allowances of 3,000 and 3,150 pounds of standard fuel for the months of January and February, respectively. If an officer occupies this set of quarters from January 4 to February 22, his allowance in terms of standard fuel would be 2,700 pounds for January and 2,310 pounds for February, or a total of 5,010 pounds. Assuming that 5,500 pounds of anthracite egg coal at \$6 per ton of 2,000 pounds and 2,000 pounds of seasoned oak wood at \$5 per cord had been consumed during this period, the total consumption in terms of standard fuel would be 5,500 pounds times 1.00 or 5,500 pounds; plus 2,000 pounds times .40 or 800 pounds. A total of 6,300 pounds standard fuel has been consumed, or 1,290 pounds in excess of allowances. The rate to be charged for this fuel will be found as follows: First, convert the cost of each fuel into unit cost in terms of standard fuel. This will be done by dividing the unit cost by the per cent equivalent in all cases (except for wood when purchased by the cord) and reducing to unit cost. In the case of wood purchased by the cord, the cost must first be reduced to cost by weight. This will be done by dividing the cost per cord by the weight per cord for the particular wood in question as given in the table of weights of various woods. This will give the cost per pound which will be converted to cost per pound in terms of standard fuel by dividing same by the per cent equivalent. By these methods the cost of each different type of fuel consumed in terms of standard fuel will be: For anthracite coal, egg, \$6 divided by 1.00 equivalent, divided by 2,000 pounds, equals \$0.003 per pound, and the cost of the amount consumed would be \$0.003 times 5,500, or \$16.50; and for seasoned oak wood \$5 per cord, divided by 3,850 pounds per cord, equals \$0.00129 per pound actual weight and \$0.00129 divided by .40 equiva-

lent equals \$0.00322 times 800 pounds standard equals \$2.58. The total cost of all fuel consumed would therefore be \$19.08. Dividing the total cost of \$19.08 by 6,300, the number of pounds of standard fuel consumed, the quotient will be \$0.003029 per pound in terms of standard fuel and is the rate to be charged for all fuel consumed in excess of allowances. Since the total consumption for this period is 1,290 pounds in excess of allowance, the amount to be charged this officer for excess fuel will be 1,290 times \$0.003029, or \$3.91.

The cost of each fuel will be based on the average annual contract price, plus freight charges, if any, plus the average cost of local delivery. This cost is to be determined at the beginning of the fiscal year, and will prevail throughout the term of the contract.

In the above example it has been assumed that two different types of fuel have been consumed, in order that the method of computation may be illustrated. It will only be necessary to make these computations when allowances have been exceeded and a charge is to be made for such excess consumption.

5. The following table indicates the officer responsible for the fuel issued to various buildings at military posts, and for the fuel-consuming equipment therein. In case the fuel allowances in any building are exceeded the officer responsible for fuel consumption in that building will be held accountable for the excess consumption. All officers will therefore give personal supervision to the consumption of fuel in buildings for which they are responsible. In cases where fuel allowances are given in a lump sum for buildings occupied by two or more officers, the commanding officer shall designate one officer who shall supervise the consumption of fuel. In case it is necessary to charge excess of fuel consumption in any building occupied by more than one officer as quarters, the cost thereof will be charged proportionally to all officers occupying such building.

Building.	Responsible officer.
Administration building.....	Adjutant.
Bakery.....	Quartermaster.
Balloon house and hangars.....	Officer in charge.
Barracks (including lavatory and mess hall).....	Organization commander.
Bathhouse.....	Officer in charge.
Boathouse.....	Do.
Chapel.....	Chaplain.
Disinfecting plant.....	Quartermaster.
Drill hall.....	Adjutant.
Fire apparatus building (where fire apparatus is housed).....	Fire marshal.
General mess.....	Officer in charge.
Guardhouse and prison rooms.....	Adjutant.
Hospital.....	Surgeon.
Library.....	Officer in charge of library.
Officers' assembly and reading rooms, when separated from mess.....	Officer in charge.
Officers' mess.....	Mess treasurer.
Post exchange (including gymnasium, shooting gallery, swimming pool, and bowling alley).....	Officer in charge of post exchange.
Post office.....	Postmaster.
Power house and pump house.....	Quartermaster.
Quartermaster Corps shops, storehouses, and scale house.....	Do.
Quarters for officers.....	Occupant.
Quarters for noncommissioned officers.....	Do.
Railroad station and waiting rooms.....	Quartermaster.
Root house.....	Do.
School.....	Officer in charge.
Stable.....	Quartermaster. Organization commander.
Teamsters' quarters.....	Quartermaster.
Telephone central, when separated from other buildings.....	Do.
Transformer substation.....	Do.
Veterinary hospital and dispensary.....	Veterinarian.

For any building not listed above the post commander will designate an appropriate officer.

6. Allowances for all power purposes (except marine engines and boilers) are based on the B. t. u. value of the fuel used, and will not be governed by the equivalents given in the previous fuel equivalent tables in this order. Such allowances are tabulated on the basis of power generated (obtained from recording wattmeter), water evaporated (obtained from reports of water weighers), or hours of operation (obtained from log kept by operator, as for searchlights, sawmills, and similar plants). Where allowances are based on evaporation, no correction will be made for temperature of feed water. To determine the amount of any fuel allowed for power boilers, divide the B. t. u. allowance from tables of allowances for that post by the number of B. t. u. con-

tained, per unit of weight or measure, in the fuel consumed. The quotient will be in terms of allowances by weight or measure. To provide for the different efficiencies with which fuel may be burned, this quotient shall be divided by the per cent equivalent given in the following table:

Table of equivalents of fuel for power boilers.

	Equivalent.
Anthracite, pea and larger sizes-----	1.00
Anthracite, buckwheat No. 1 and smaller sizes-----	.95
Semibituminous screened lump-----	1.00
Semibituminous run-of-mine-----	.95
Semibituminous slack-----	.90
Bituminous screened lump-----	1.00
Bituminous run-of-mine-----	1.00
Bituminous slack-----	.95
Lignite, screened lump-----	.95
Lignite, run-of-mine-----	.90
Lignite, slack-----	.85
Coke, all sizes-----	1.25
Wood, all sizes (seasoned)-----	1.00
Wood, all sizes (green)-----	.90
Gas -----	2.00
Oil, all kinds, and gasoline-----	1.50

7. For classification of sizes of coal see notes 1, 2, and 3 following table of equivalents in paragraph 2 of this order.

The following examples are given:

Assuming that there is given for a certain plant an allowance of 2,000 B. t. u. per pound of water evaporated and bituminous slack coal running 14,000 B. t. u. per pound is used as fuel. The computation will be 2,000 divided by 14,000 equals .1428. Divide .1428 by .95 equivalent. The quotient will be .1503 pounds, the allowance of this coal per pound of water evaporated.

Assuming that there is given in the table of allowances for a certain plant 65,000 B. t. u. per K. W. H. generated, and fuel oil having 18,500 B. t. u. per pound is used as fuel. The computation will be 65,000 divided by 18,500, equals 3.513. Divide 3.513 by 1.50 equivalent and the quotient will be 2.342 pounds allowance of this oil per K. W. H. generated.

8. At posts or stations situated in the Tropics, fuel for cooking and heating purposes, authorized by Army Regulations, shall be issued in such amounts as considered necessary by commanding officers, who will exercise such super-

vision as necessary to prevent waste or misuse. Fuel for power purposes at such posts or stations will be governed by paragraphs 6 and 7 of this order. No tabulated allowances will be issued to these posts.

9. Whenever it becomes necessary to issue fuel under the provisions of paragraph 1044, Army Regulations, to a building, or for a purpose not listed in the tabulated allowances referred to in paragraph 1 of this order, or to make changes in allowances to the end of reducing those in excess of requirements, and adjusting those that prove inadequate through structural changes in buildings, housing, or altered conditions in uses of fuel, report will be made to The Adjutant General of the Army, through military channels, so that an allowance may be established for such building or purpose. Such reports will be accompanied by a fuel report on Q. M. C. Form "A," completely made out for the building concerned or, in the case of fuel for power purposes, giving full information as to operation of the plant, and all other data necessary for proper consideration of the case.

10. All fires and fuel-consuming equipment in a barrack building shall be cared for by a competent enlisted man detailed by the organization commander responsible for the fuel consumption in that building. Suitable details shall also be made for guardhouses, storehouses, offices, etc.

11. Frequent inspections of fuel-consuming apparatus and methods of firing will be made under direction of the commanding officer, with the view of preventing abuse of material and waste of fuel. Prompt action will be taken by survey proceedings, or otherwise, to fix responsibility in any case arising under this paragraph. The responsibility for care of fires and fuel-consuming equipment in officers' or non-commissioned officers' quarters devolves upon the occupants of such quarters.

12. In case the consumption in any building exceeds the accumulated allowance at the close of any month, the quartermaster shall notify the responsible officer of the amount of the accumulated allowance to date, together with statement of the amount consumed in excess of allowances in pounds. The value of such excess consumption need not be calculated until settlement is made.

13. The quartermaster at each post will keep a record of the amounts of fuel of all kinds received from all sources

and issued to each and every building or part of building authorized a separate fuel allowance at a military post. Also a record of each sale made to persons authorized to purchase fuel. At each post, where required, a noncommissioned officer of suitable grade shall be designated for the specific duties of receiving and supervising the issue, sale, and use of all fuel at the post supplied by the Quartermaster Corps, and shall be designated as fuel overseer.

14. The fuel overseer shall supervise the delivery of all fuel received and shall weigh or measure and sample all fuel in accordance with contract and specification requirements. He shall keep a record of the amounts of each kind of fuel received, the dates when received, the samples taken, and the quality as determined by visual inspection, and he shall make a written record of same. He shall also keep a record showing the exact quantity and type of fuel issued or sold to each building or part of building or person, together with the date when such issue or sale was made. As far as practicable, issues will be made to all buildings at the beginning of each month in such quantities as it is estimated will be required in addition to the balance remaining on hand from the previous month. On the first day of each month, or as soon thereafter as practicable, the fuel overseer shall make an inspection of fuel storage rooms of all buildings and will estimate as accurately as possible the quantity of fuel remaining on hand at the close of the previous month.

15. In order that a uniform system of fuel accounting may be maintained at all military posts, Q. M. C. Form 432 shall be used for recording all data pertaining to fuel consumption, sales, and issues. Full instructions are printed on back of form.

16. Accounting for all fuel shall be made on Q. M. C. Form 211 at the close of each quarter.

17. The allowances prescribed in this order will supersede all special issues authorized for posts and stations for the fiscal year 1916.

18. In accordance with the provisions of paragraph 1036, Army Regulations (amended by Changes, Army Regulations, No. 7, War Department, 1914), in so far as that paragraph relates to the reimbursement of officers and enlisted men on detached service in foreign cities and occupying quarters other

than public, allowances for the zones of equal temperature established will be as follows:

	Zone.
Mexico City, Mexico :	
December, January, February-----	3
March, November-----	7
April, May, October-----	10
June, July, August, September-----	13
Berne, Switzerland :	
December, January, February-----	1
March, November-----	5
April, May, October-----	10
June, July, August, September-----	12
Stockholm, Sweden :	
December, January, February-----	1
March, November-----	5
April, May, October-----	9
June, July, August, September-----	12
Berlin, Germany :	
December, January, February-----	1
March, November-----	5
April, May, October-----	10
June, July, August, September-----	12
Constantinople, Turkey :	
December, January, February-----	2
March, November-----	6
April, May, October-----	10
June, July, August, September-----	13
Vienna, Austria :	
December, January, February-----	1
March, November-----	5
April, May, October-----	10
June, July, August, September-----	12
Peking, China :	
December, January, February-----	1
March, November-----	5
April, May, October-----	10
June, July, August, September-----	12
Brussels, Belgium :	
December, January, February-----	1
March, November-----	6
April, May, October-----	10
June, July, August, September-----	12
London, England :	
December, January, February-----	1
March, November-----	6
April, May, October-----	10
June, July, August, September-----	12
Petrograd, Russia :	
December, January, February-----	1
March, November-----	5
April, May, October-----	9
June, July, August, September-----	12

	Zone.
Santiago de Cuba, for the year round-----	13
Tokyo, Japan :	
December, January, February-----	2
March, November-----	7
April, May, October-----	10
June, July, August, September-----	12
Paris, France :	
December, January, February-----	2
March, November-----	7
April, May, October-----	10
June, July, August, September-----	12
Quito, Ecuador :	
December, January, February-----	3
March, November-----	8
April, May, October-----	11
June, July, August, September-----	13
Madrid, Spain :	
December, January, February-----	2
March, November-----	7
April, May, October-----	10
June, July, August, September-----	12
Rome, Italy :	
December, January, February-----	2
March, November-----	6
April, May, October-----	11
June, July, August, September-----	13
Monrovia, Liberia, for the year round-----	13
Rio de Janeiro, Brazil, for the year round-----	13
Lima, Peru, for the year round-----	13
Bogota, Colombia, for the year round-----	12
Buenos Aires, Argentine Republic :	
December, January, February-----	13
March, November-----	8
April, May, October-----	12
June, July, August, September-----	4
Copenhagen, Denmark :	
December, January, February-----	2
March, November-----	6
April, May, October-----	9
June, July, August, September-----	12
Guatemala City, Guatemala, for the year round-----	13
The Hague, Holland :	
December, January, February-----	2
March, November-----	6
April, May, October-----	9
June, July, August, September-----	12
Havana, Cuba, for the year round-----	13
Nagasaki, Japan :	
December, January, February-----	4
March, November-----	8
April, May, October-----	12
June, July, August, September-----	13

	Zone.
Philippine Islands, for the year round-----	13
(Except Baguio and Camp Keithley, which are in Zone 12.)	
Santiago, Chile :	
December, January, February-----	13
March, November-----	8
April, May, October-----	12
June, July, August, September-----	4
Saumur, France :	
December, January, February-----	2
March, November-----	7
April, May, October-----	10
June, July, August, September-----	12
Shanghai, China :	
December, January, February-----	4
March, November-----	8
April, May, October-----	12
June, July, August, September-----	13
Tien Tsin, China :	
December, January, February-----	1
March, November-----	5
April, May, October-----	10
June, July, August, September-----	12
Vera Cruz, Mexico, for the year round-----	13

The Hawaiian Department, for the purpose of determining commutation of heat, shall be considered in Zone No. 13 for the months of June, July, August, and September, and in Zone No. 8 for the other months of the year. (*G. O. 57, 1914—2164376, A. G. O., as amended by Par. II, G. O. 40, 1915—2164376 E, A. G. O.; G. O. 63, 1915—2314750, A. G. O.; and Par. V, G. O. 65, 1915—2315392, A. G. O.*)

NOTE.—For charts showing zones of equal temperature, provided for in paragraph 1036, A. R., as amended, see *G. O. 57, 1914*.

211. Fires in stables.—Fires in stables will be permitted only upon the written authority of the department commander, who will designate the number and location of fires and the quantity of fuel expendable for the purpose. (*Par. 13, Cir. 10, 1886, as amended by Par. II, G. O. 1, 1912—1773892 C, A. G. O.*)

ILLUMINATING SUPPLIES.

212. Allowances of electric current and lamps for lighting purposes.—1. In order to carry into effect the provisions of the Army Regulations and with a view to proper economy in interior lighting, the allowance of electric current in watt

hours per year for each of the various types of lamps installed in public buildings in which current is provided or paid for by the Government will not exceed the amounts set forth in Schedule A of this order.

2. The last column of Schedule A indicates the officer to whom the excess of current used, if any, will be charged. This officer is also charged with the duty of keeping himself informed as to the status of consumption of incandescent lamps and electric current in the building for which he is responsible. If an officer other than the one indicated in the schedule is in charge of any public building, the excess of current used, if any, will be charged to him.

3. The allowances of electric current in watt hours per year, as given in Schedule A, are based on the total wattage of lamps installed in the various buildings. Assume that a bakery has ten 50-watt gem lamps installed in it. The total lamp wattage is therefore 500 watts. According to Schedule A, each watt of this installation is entitled to 900 watt hours per year, and the total annual allowance of this building is therefore 500 times 900, or 450,000, watt hours per year.

4. If it is desired to ascertain the allowances for any month, the following per cent of the total annual allowances shall be used: January, February, March, October, November, and December, each $10\frac{1}{3}$ per cent of the annual allowance; the remaining months of the year, $6\frac{1}{3}$ per cent each of the annual allowance. For posts located in the Tropics take $8\frac{1}{3}$ per cent for all months. For posts located in Alaska take $12\frac{1}{3}$ per cent for January, February, March, October, November, and December and $4\frac{1}{3}$ per cent for the remaining months.

5. For posts located in Alaska the annual allowances shown in Schedule A will be increased 50 per cent.

6. No existing authorizations for increased allowances for buildings on account of location or type of building or on account of installations of electric motors are changed by this order.

7. All requests for increases of allowances over and above those given in this order shall be submitted to The Adjutant General of the Army, through military channels, together with complete data and meter readings for a period of at least six months, showing clearly the necessity for the increase requested in each case. Requests for increased allowances shall not be made unless absolutely necessary.

8. Correct and complete records of incandescent lamps and electric current used in each set of quarters, each building, or each section of building where electric lights are installed shall be kept in the office of the quartermaster on Q. M. C. Form No. 451. Computations in accordance with Schedule A shall be made for each building and entered on a copy of form for that building.

9. It is intended that allowances shall be computed on the basis of lamps actually installed at any time and not on the number of lamps originally installed in buildings; that is, on the size and number of lamps originally authorized or in accordance with such modifications as have been made by proper authority. Lamps used must be of the size and types furnished to posts by the Quartermaster Corps. The installation of special types or increased sizes of lamps is prohibited. Allowances shall be checked annually, or oftener if necessary, previous to the beginning of the fiscal year, and the officer in charge in each building notified as to what the allowance for the building will be for the ensuing year.

10. In replacing metallized filament and carbon lamps by tungsten lamps, proper care will be taken not to increase the candlepower of lamps in any building over that originally installed or authorized since original installation.

11. The allowances of lamps given in paragraphs 13 and 14 and the allowances of electric current given in Schedule A are cumulative during the fiscal year. When an officer is relieved from duty that placed him in charge of any public building within the provisions of this order, and a new officer is assigned, meter readings and a lamp inventory shall be taken to fix the responsibility for excess of current and shortage of lamps, if any. Saving of lamps or current on one building, if any, shall not be applied to another building.

12. The number of kilowatt hours of electricity used in each building will be determined by the quartermaster at the end of each quarter and entered on a copy of Q. M. C. Form No. 451.

13. Lamp renewals for officers' and noncommissioned staff officers' quarters will not exceed annually 50 per cent of the total number of carbon or metallized filament incandescent lamps installed therein and 30 per cent of the total number of tungsten lamps installed. All in excess of this amount will be paid for by the occupants at the contract rate for lamps for

eastern delivery for the fiscal year in which the lamps are used.

14. Lamp renewals for public buildings (except officers' and noncommissioned staff officers' quarters) will be as given below. To find the number of lamp renewals permissible per year, divide allowances in "watt hours per watt of lamps installed in building" by 500 for carbon lamps, by 700 for metallized filament lamps, and by 1,000 for tungsten lamps. The results obtained will be the percentages of lamp renewals allowable for carbon, metallized filament, and tungsten lamps, respectively. Example: Administration building. Annual allowance of carbon lamps is equal to 468 divided by 500, or 94 per cent; allowance of metallized filament lamps is equal to 360 divided by 700, or 52 per cent, and allowance of tungsten lamps is 380 divided by 1,000, or 38 per cent of lamps installed. The officer responsible for excessive use of current, as shown in Schedule A, will also be responsible for excessive use of incandescent lamps.

15. Where the voltage at the lamps is above 200 volts, the percentage for lamp renewals given in paragraphs 15 and 16 will be increased by 50 per cent for metallized filament and carbon lamps only.

16. Lamp renewals for any building will not be paid for unless the blackened or burned-out lamp to be renewed is turned into the office of the quartermaster or officer charged with accounting for light and lamp renewals.

17. Where incandescent lamps are used for street lighting the renewals will be restricted to the lowest number possible consistent with efficiency, and in no case will they exceed annually twice the total number of lamps installed.

18. At posts where current is obtained from commercial lighting companies it shall be the duty of the quartermaster to cause necessary readings of voltages at lamp sockets in buildings to be taken at suitable intervals, in order to determine whether or not current is being supplied at suitable voltages.

19. Quartermasters handling accounts for light are hereby required, when organizations change station, to furnish to officers responsible for allowances of lamps and electric current, as shown in Schedule A, statements showing the length of time that the organization was stationed at the post, its allowance of lamps and electric current during that time, and

the savings or excess consumption of lamps and electric current accumulated during that time for each building which the organization used or occupied. These accounts shall be transferred to the new station of the organization and the savings or excess consumption of lamps and electric current shall be applied to the accounts of the organization at the new station. This procedure shall be followed in the case of one or more transfers of any organization within any fiscal year.

20. A copy of Q. M. C. Form No. 451 for each building in the post which is lighted electrically shall be properly filled out and kept up to date at all times. These forms shall be kept in the office of the quartermaster or such place as he shall designate. When renewals of lamps are made the proper entries shall be made on these forms. Lamps broken through carelessness will be charged against the person responsible. In order to make proper entries on this form the quartermaster shall cause meter readings to be made quarterly instead of monthly, as heretofore. This requirement applies also to officers' and noncommissioned staff officers' quarters, the occupants of which will no longer be furnished with monthly statements of their light accounts, but are charged with the duty indicated in paragraph 2 of this order, so far as it applies to quarters occupied by them.

21. These forms apply to the building, suite, or section named on face of form and not to any individual. The allowances of electric current and the renewals of lamps as authorized by this order are for the building itself and not for any individual, and will not be exceeded unless the same are paid for by the person responsible. In case any building is unoccupied, it will not be entitled to an allowance of lamps or electric current during the period or periods of vacancy.

22. Street lamps will be burned on a moonlight schedule of approximately 2,200 hours use per lamp per year where current is generated or where the terms of contracts for purchase of electric current will permit. Computations of annual allowances of electric current for total number of street lamps at post shall be made on this basis and entered on a copy of Q. M. C. Form No. 451. The amounts as computed will not be exceeded without special authority of the Secretary of War. In cases where a post is only partially garrisoned, the number of street lamps in use shall be reduced to the lowest possible number consistent with safety and fire protection.

Schedule A.

Building.	Annual allowance in watt hours per watt of lamps installed in building.		Officer responsible for enforcement of order.
	Metallized filament lamps.	Tungsten lamps.	
Administration building.....	360	380	Adjutant.
Bakery.....	900	950	Quartermaster.
Balloon house and hangars.....	300	320	Officer in charge.
Band stand.....	300	320	Adjutant.
Barracks (including lavatory and mess hall).	800	850	Organization commander.
Bathhouse.....	400	450	Officer in charge.
Boathouse.....	300	320	Do.
Chapel.....	600	630	Chaplain.
Disinfecting plant.....	500	520	Quartermaster.
Dispensary for hospital.....	600	630	Surgeon.
Drill hall.....	800	850	Adjutant.
Fire apparatus building (where fire-fighting force is housed).	1,100	1,160	Fire marshal.
Fire apparatus building (to be lighted in case of fire or night drill only).	160	170	Do.
General mess.....	800	850	Officer in charge.
Guardhouse and prison rooms...	1,400	1,500	Adjutant.
Hospital.....	1,000	1,050	Surgeon.
Library.....	1,000	1,050	Officer in charge of library.
Officers' assembly and reading rooms when separated from mess.	800	850	Officer in charge.
Officers' mess.....	800	850	Mess treasurer.
Post exchange (including gymnasium, shooting gallery, swimming pool, and bowling alley).	800	850	Officer in charge of post exchange.
Post office.....	400	420	Postmaster.
Power house and pump house (all-night service).	3,000	3,200	Quartermaster.
Quartermaster Corps shops, storehouses, and scale houses.	550	580	Do.
Railroad station and waiting rooms.	500	550	Do.
Root house.....	300	320	Do.
School (during authorized school period).	800	850	Officer in charge.
Stable.....	400	420	Quartermaster, organization commander.
Teamsters' quarters.....	600	630	Quartermaster.
Telephone central, when separated from other buildings.	1,000	1,050	Do.
Transformer substation.....	500	520	Do.
Veterinary hospital and dispensary.	400	420	Veterinarian.

NOTE.—Allowances for carbon lamps shall be 30 per cent in excess of above given allowances for metallized filament lamps.

The allowance for any building not listed above will be the same as that of the listed building to which it may be most

nearly compared as to purpose for which it is used. For enforcement of this order in such buildings the commanding officer will designate an appropriate officer. (*G. O. 33, 1915—2133624 C, A. G. O.*)

213. Sale of illuminating supplies to retired officers.—The provisions of paragraph 1054, Army Regulations, respecting sales to officers by the Quartermaster Corps of oil, lamps, wicks, and chimneys are construed to apply to retired officers of the Army. (*Par. 2, Cir. 5, 1898—69805, A. G. O.*)

CARE AND ACCOUNTABILITY, QUARTERMASTER PROPERTY.

NOTE.—For list of expendable articles supplied by the Quartermaster Corps for issue to troops, see Bulletin No. 3, 1914.

214. Transfers of quartermaster property.—In view of the many instances in which issuing officers have failed to receive promptly receipts covering transfers of quartermaster supplies, such failure resulting in inability to identify property and in consequent embarrassment to both issuing and receiving officers in the settlement of their property accounts, the attention of all officers belonging to, or on duty in, the Quartermaster Corps is invited to paragraphs 659, 665 to 669, 1140, and 1141, Army Regulations.

Should it become necessary for an accountable officer to forward a certified invoice as a voucher to his property return, the certified invoice will be accompanied with a transportation receipt, certified bill of lading or extract therefrom, certified manifest or extract therefrom, or other evidence to show that the property was duly shipped, and a copy of the certified invoice will be forwarded to the receiving officer through his commanding officer.

Within 10 days after the receipt of property the receiving officer will forward to the issuing officer the proper receipts; but should the receiving officer deem it necessary to call for a survey to determine and fix the responsibility for any shortage or damage found, he will make such call within 10 days and at the same time will inform the Quartermaster General and the issuing officer of the action taken. When the report of the surveying officer shall have been received by the receiving officer, he will accomplish receipts in accordance therewith and forward them at once to the issuing officer.

In the event of failure to forward the receipts or to notify the issuing officer properly within the prescribed 10 days, the

officer against whom certified invoices are filed will be called upon by the Quartermaster General for an explanation of the delay.

Whenever, through change of station of officers or troops or through other cause, quartermaster property would be left without a responsible officer in charge, the commanding officer will designate an officer to act as quartermaster and will afford the accountable officer, so far as practicable, the necessary time and opportunity to transfer his property to his successor.

Careful compliance with the foregoing provisions should prevent delay in obtaining receipts from receiving officers. (*Par. II, Cir. 48, 1907—1228216, M. S. O.*)

215. Quartermaster property in hands of enlisted men changing station.—When an enlisted man under orders to change station is to take with him public property pertaining to the Quartermaster Corps, the officer preparing the descriptive list will make notation thereon of the various articles comprising such property and take the soldier's receipt therefor. This receipt will be transmitted to the accountable quartermaster who will invoice the property to the quartermaster of the soldier's new station, filing with said invoice the soldier's receipt.

Should the man be ordered to service in a territorial department beyond the sea under orders which do not specify the particular place that is to be his new station, the invoice, together with the receipt, will be forwarded to the department quartermaster of the over-sea department, who will have the property receipted for by some accountable quartermaster at department headquarters. When the enlisted man has been assigned to station, the property will be reinvoyed to the quartermaster of such station. Similar action will be taken in the case of a man who is ordered from an over-sea station to another over-sea station or to the United States. (*Par. I, G. O. 65, 1915—2334911, A. G. O.*)

216. Quartermasters not to devolve their duties upon noncommissioned officers, Quartermaster Corps—Employment of pay clerks.—1. The presence of a quartermaster sergeant or other noncommissioned officer of the Quartermaster Corps at a post does not in any manner relieve the quartermaster from responsibility for the care of stores or property.

Commanding officers of military posts, according to their responsibilities and duties as fixed and prescribed by paragraphs 203, 658, and 751, Army Regulations, and paragraph 40, Manual for the Subsistence Department, will supervise carefully the duties of quartermasters at their respective posts and will not permit quartermasters to devolve their duties in any degree upon the quartermaster sergeants or other noncommissioned officers of the Quartermaster Corps.

In cases of losses and embezzlements of stores or property, surveying officers, in their reports and recommendations, will be guided by the requirements of paragraph 712, Army Regulations.

2. Quartermaster sergeants, Quartermaster Corps, will not be kept on one class of work continually, but will be made to alternate frequently from one division of the office to another, in order that they may become proficient in the various duties of the position and be afforded an opportunity to keep in touch with changing methods and conditions, so that when the service of one of these noncommissioned officers is required it will be unnecessary to inquire whether he is a former quartermaster or commissary sergeant.

3. Pay clerks, Quartermaster Corps, will not be used for pay work exclusively, but will perform any clerical work pertaining to the Quartermaster Corps. (*Par. I, G. O. 46, 1914—1519276 A, A. G. O.*)

217. Typewriting machines not to be moved from one station to another.—Typewriting machines will not be taken from the United States or moved from one station to another without special authority in each case from the Quartermaster General of the Army. (*Par. I, G. O. 17, 1904.*)

218. Property supplied for post use not to be taken to Philippines.—Supplies and material issued from depots or purchased and supplied to posts for post use will not be taken from the posts by organizations going to the Philippines. (*Par. II, G. O. 84, 1904.*)

219. Organizations ordered to or from Hawaii or the Philippine Islands to turn in field cooking equipment.—In the case of organizations under orders to proceed from the United States to Hawaii Territory or the Philippine Islands, or under orders to return to the United States from those places, the commanding officers of such organizations will,

prior to departure, turn in to the quartermasters of their respective posts or stations all field cooking equipment not actually required for use en route. (*Par. III, G. O. 42, 1913—2023711, A. G. O.*)

220. Quartermaster salesroom at posts.—Only one quartermaster salesroom will be maintained at a military post or station for subsistence stores and quartermaster supplies. (*Par. IV, G. O. 81, 1914—2203196, A. G. O.*)

221. Disposition of post manure.—The manure of posts is quartermaster property, which should be used for the public service—

First. For the benefit of post or company gardens.

Second. For fertilizing ornamental grounds at posts, including post cemeteries.

Third. In case any is not needed for these purposes, it should be sold by the post quartermaster and the proceeds of the sale be deposited to the credit of the United States on account of miscellaneous receipts. (*Par. I, Cir. 12, 1891—3559, A. G. O., 1889, and 17819, A. G. O., 1891.*)

PAY AND ALLOWANCES, OFFICERS AND ENLISTED MEN.

222. Officers required to be mounted.—Character of personally owned mount determines right to additional pay and mount maintenance.—Officers required to be mounted and who are furnishing their own mounts for use in the Government service are authorized to draw the additional pay and have their mounts maintained at Government expense only in cases where the officer has provided himself at his own expense and for use in his duties at his station with at least one mount of good appearance, equaling in general qualifications the type supplied by the Government for the duty in question. Failure to have a mount of this character available for use at his station (excepting in the cases of officers falling within the provisions of paragraph 1274, Army Regulations), bars the officer from receiving the additional pay and from having his mount maintained at Government expense, regardless of the number of other mounts he may have at his station for use. (*Par. 9, Cir. 88, 1908—1436763, A. G. O.*)

223. Post and other commanders to satisfy themselves that mounts for which additional pay is drawn are suit-

able.—It will be the duty of post commanders and other commanding officers to ascertain which of their subordinates are drawing additional pay for furnishing their own mounts for use in the Government service and are having said mounts maintained at Government expense. They will satisfy themselves by personal inspection, inquiry, examination of evidence, or actual test that the mounts furnished by the officers in question are suitable—that is, such as to enable said officers to perform their mounted duty properly in garrison or in the field. Such officers should have at least one mount of good appearance, equaling in general qualifications the type supplied by the Government for the duty in question.

In case a commanding officer is satisfied that the mount or mounts supplied by an officer are suitable, no further action is necessary. Should he find them not suitable, he shall so inform the officer, and in case the deficiency is not remedied within a month shall report the facts to The Adjutant General of the Army, to the end that any additional pay drawn by the officer after the date of said report may be stopped against him. He shall also give directions that the maintenance of the said mount or mounts at Government expense shall cease on and after the same date. (*Par. 4, G. O. 125, 1908—1409321, A. G. O.*)

224.—Interpretation of term “suitable mount” and description of suitable mount.—1 Suitable mount (charger) is interpreted to mean a horse with a minimum height of 15 hands 2 inches and with a minimum weight of 975 pounds, provided that officers may retain mounts that already have been declared suitable. The horse should be of good appearance and of such breeding and substance as will enable him to carry his owner over jumps of reasonable stiffness, including hurdles, ditches, fences, and other obstacles simulating those which ordinarily would be met in going cross-country.

An officer's second mount may be smaller, of a polo type, but not less than 15 hands high. It must be sound, of good conformation, and useful in the military service.

Animals now owned by officers conforming to these conditions, but having a minimum height of 14 hands 2 inches, may be qualified as second mounts.

The “suitable mount (charger)” relates to the first mount of officers of all grades.

2. The following cut represents a typical suitable mount.



Breeding—Sire Bona Rosa, a thoroughbred; dam by Marminton, a thoroughbred.

Weight—1275 pounds.

Height—16 hands 2 inches.

Girth—79 inches.

(*Pars. 1 and 2, G. O. 29, 1911—1750434, A. G. O., as amended by Par. IV, G. O. 46, 1913—2040958, A. G. O., and Par. III, G. O. 33, 1914—2148929, A. G. O.*)

225. Period to be allowed for training officers' mount.—

When an officer required to be mounted purchases a horse that has not been trained to the needs of the service, a period of six months after purchase is recognized as necessary for training. For such horses additional pay and forage are authorized only when they meet the requirements as to size and weight now prescribed for first and second mounts, and when they are suitable in conformation and gaits. Suitability, under the provisions of this order, will be determined by the post commander or other commanding officer. (*Par. III, G. O. 34, 1914—2097081, A. G. O.*)

226. Duty with militia not mounted duty in sense of paragraph 1272, Army Regulations.—It is held that duty with the Organized Militia of officers of the active list and of retired officers does not require them to be mounted in the sense contemplated in paragraph 1272, Army Regulations. When the duties of an officer detailed with the militia require the use of a mount, as at the inspection of mounted organizations or during summer encampments, and a mount can not be provided by the organization undergoing inspection or is not provided by the State, the Quartermaster Corps will furnish a suitable mount by hire or by assignment of a public horse when one is available. Officers on the active list will, however, be required to be mounted when on duty with mounted organizations of the militia the duties of which require them to be mounted. (*G. O. 121, 1911—1818396 A, A. G. O.*)

227. Mileage and expenses of officers detailed to inspect militia.—Section 2 of the act approved June 22, 1906, being an act "To promote the efficiency of the militia," reads in part as follows:

SEC. 2. * * * *Provided also*, That the sums so apportioned among the several States and Territories and the District of Columbia shall be available for the purposes named in section fourteen of the act of January twenty-first, nineteen hundred and three, for the actual excess of expenses of travel in making the inspections therein provided for over the allowances made for same by law; * * *

The Assistant Comptroller of the Treasury, under date of January 19, 1907, decided in relation to such act, "that Congress, by said section 2 of the act of 1906, when enlarging the objects for which the appropriation can be used, intended that the disbursing officer provided by section 14 of the act of 1903 should be the disbursing officer to receive and disburse the money for the objects contemplated by section 2 of the act of 1906 as well as for the objects contemplated by section 14 of the act of 1903."

In pursuance of this law and decision the payment of excess expenses to inspecting officers of militia shall be made by State disbursing officers upon accounts certified to them from the office of the Quartermaster General of the Army.

Officers of the Army detailed to inspection duty under the provisions of the militia act of January 21, 1903, whose expenses are in excess of the mileage accruing for such inspec-

tion travel, will forward to the Quartermaster General of the Army two signed mileage blanks, two copies of the orders, two copies of the approved itinerary, showing date of inspection of each organization and duplicate detailed statement of the actual and necessary expense incurred, to be itemized so as to show in complete detail the nature of the expenses pertaining to each day of the inspection, the daily expense to commence with the charge for breakfast and end with the charge for lodging, using the following as a basis of what is allowable:

1. Fares upon railroads, steamers, or other usual modes of conveyance, including the actual cost of transportation of personal baggage not in excess of 150 pounds to each purchased ticket whenever an extra charge is made therefor.

2. Cost of seat in parlor car, one double berth in sleeping car, or customary accommodations on steamer, where same are not included in the travel fare, and fees to porters or to stewards, not to exceed 25 cents for each 12 hours or fraction thereof of actual travel.

3. Hire of special transportation, either by land or water, where there are no regular means of conveyance. Ferriage, tolls, driver's service, and horse keeping, when transportation is hired. Subvouchers, properly receipted, will be required for these items when they exceed \$1. When not practicable to obtain such subvouchers, the officer will so certify.

4. Transfer coach fare en route to and from depots and hotels or, when there are no such conveyances, moderate and necessary taxicab or hack hire not to exceed the authorized local rates, cost of transfers of baggage not to exceed \$1 for each transfer, and fees to porters for handling baggage not to exceed 25 cents for each transfer of same. Items of taxicab or hack hire require explanation as to the distance and the necessity for same.

5. The actual cost of meals while traveling, where same are not included in the travel fare, and fees to dining-room waiters on train or boat not in excess of 15 cents per meal, provided the total charge for these items does not exceed \$5 per day. The actual cost at hotels of meals, lodgings, baths, and fees to waiters and bell boys not to exceed 50 cents per day, or 15 cents to waiters for single meals at restaurants, and the actual cost of laundry, to a total not to exceed \$5 per day for the time actually and unavoidably consumed in

making the inspections, the period to be determined by the terms of the officer's orders and the approved itinerary, counting from the day of departure from his station to the day of return thereto, both days inclusive. Subvouchers, properly receipted, will be required for items of board and lodging. When not practicable to obtain such subvouchers the officer will so certify. Charges for baths, where baths are not included in the charge for lodging, will in every instance be supported by subvouchers.

6. All items of actual expense authorized above are for travel by the shortest usually traveled routes and at places named in the order or approved itinerary and in proceeding from point to point in the order stated therein. Expenses incurred by any deviation from the itinerary or shortest usually traveled routes can not be considered as actual and necessary expense of the inspection. The officer will certify on the detailed statement that the account is correct and just, and that the amounts charged therein were actually paid by him.

The Quartermaster General of the Army will in each case arrange for the payment of the statutory mileage upon one of the signed mileage accounts as reimbursement of part of the expense and will certify the other account to the proper State disbursing officer for payment of the excess expenses by check to the order of the officer signing the account to be transmitted to him through the office of the Quartermaster General of the Army. (*G. O. 75, 1914—2178004, A. G. O.*)

228. Official route of travel between United States and Europe.—The official route of travel between the United States and points in Europe is by way of New York City and the port in Europe affording first-class steamship service nearest to the destination or station of the officer, and mileage and actual expenses will be allowed by way of such route subject to the exceptions provided for in paragraph 1282, Army Regulations. (*Par. IV, Bul. 16, 1914—2142575, A. G. O.*)

229. Stoppage of pay for absence from duty on account of disease resulting from intemperate use of drugs, liquors, or other misconduct.—1. The law provides that no officer or enlisted man in active service, who shall be absent from duty on account of disease resulting from his own intemperate use of drugs, or alcoholic liquors, or other misconduct, shall receive pay for the period of such absence from any part of the appropriation in this act for the pay of officers or enlisted

men, the time so absent and the cause thereof to be ascertained under such procedure and regulations as may be prescribed by the Secretary of War.

2. Absence from duty because of the intemperate use of drugs or alcoholic liquors, or because of incapacity resulting from venereal diseases not contracted in line of duty, is within the purview of the statute quoted above; and any officer or enlisted man who is absent from duty for any such cause or causes, is not entitled to pay, as distinguished from allowances, for the period of such absence.

3. Whenever an officer or enlisted man is absent from duty due to causes within the purview of the statute quoted above, the company commander will state in the "Daily Sick Report" his opinion to that effect by noting "No; G. O. 31, 1912," in the column headed "In line of duty" of the "Company Officer's Report," and the surgeon will in like manner record his opinion in the column "In line of duty" of the "Medical Officer's Report." Notice that such an entry has been made will at once be brought to the attention of the officer or enlisted man concerned by the company commander.

When the company commander and the surgeon are in accord, the finding, if approved by the commanding officer, shall be final. Should the company commander and the surgeon disagree, or should the commanding officer dissent, the latter will call a board of officers of not less than two members, one of whom shall be a medical officer, to report upon and make recommendations in the case. Approval by the commanding officer of the findings of this board shall be final; but if the commanding officer disapprove the findings of the board the proceedings will be forwarded for the action of the next higher authority.

In the case of a company commander or of an officer or enlisted man not carried upon the rolls of a company, the duties hereinbefore required of the company commander will be performed by the next superior officer under whose command or direction the officer or enlisted man concerned may be serving.

The terms "company" and "company commander" will be understood as including a troop, battery, band, or detachment and the commanding officer thereof.

4. When it has been determined in the manner hereinbefore prescribed that an officer has been absent from duty due to

causes within the purview of the statute quoted above, the proper commanding officer will forward to the department commander a report showing the inclusive dates of the absence and the cause thereof. This report will be forwarded to The Adjutant General of the Army for transmission to the Quartermaster General, who will take the necessary action looking to stoppage of pay for the period of absence from duty. In cases arising in the Philippine Department, the department commander, at the time of the sending of the original report to The Adjutant General, will transmit a copy thereof to the department quartermaster, Philippine Department, who will take the necessary action toward securing the proper stoppage of pay.

When it has been determined in the manner hereinbefore prescribed that an enlisted man has been absent from duty due to causes within the purview of the statute quoted above, the proper commanding officer will take notation to that effect on the pay rolls or on final statements giving the inclusive dates of the absence, and the quartermaster will make deduction of pay for such period. If it is impracticable to determine within the month in which the absence from duty occurs that such absence was due to causes which should deprive the soldier of his pay, he will not be permitted to draw pay for that or any subsequent month until the cause of the absence from duty has been determined.

When cases marked not in line of duty are transferred to a general, division, or district hospital, and the commanding officer of such hospital shall have reason to doubt the justice of the notation, he will report the matter to the department commander, who will call a board of three medical officers to consider and determine whether the disease was incurred in line of duty or not. The proceedings of the board, with all the papers in the case, will be forwarded to the department commander for final decision. Similar action will be taken when a patient from a post enters a general, division, or district hospital and the surgeon of such hospital is the first medical officer to express an opinion and he and the company commander are not in accord as to the finding. (*G. O. 31, 1912—1945857, A. G. O.; Par. I, G. O. 13, 1913—1994225, A. G. O.*)

230. Commutation of quarters, heat, and light.—

1. (a) *Commutation of quarters, commissioned officers, acting dental surgeons, veterinarians, and pay clerks.*—Commis-

sioned officers, acting dental surgeons, veterinarians, and pay clerks on duty with troops at places where there are no public quarters available will not have quarters leased or rented for them as individuals, but will be paid commutation. Post and other commanding officers will be held to strict accountability that no commissioned officer, acting dental surgeon, veterinarian, or pay clerk on duty with troops is permitted to draw commutation of quarters who would not, under the old order of things, have been entitled to have quarters leased or rented for him. With respect to those on duty with troops, it is the intent to simply substitute commutation in cases where it would be necessary to rent or lease quarters, and this intention will be carefully observed by all concerned. The term "public quarters" is to be construed as embracing tent quarters, and when serving under conditions where tent quarters are furnished commutation can not accrue, except where the nature of the service comes within the scope of the act of February 27, 1893 (27 Stat., 480), which provides that "officers temporarily absent on duty in the field shall not lose their right to quarters or commutation thereof at their permanent stations while so temporarily absent."

(b) *Commutation of quarters, members of the Nurse Corps.*—The authorized allowance of quarters for nurses, female, is two rooms, and when on duty at places where there are no public quarters available, they will be entitled to commutation of quarters at the rate of \$24 per month.

(c) *Public quarters not available.*—Public quarters at a post or station will be considered as not being available only when all of the quarters at the post or station are assigned to officers, noncommissioned officers, or others authorized to occupy the same.

(d) *Certificate that public quarters are not available.*—In cases of commissioned officers, acting dental surgeons, veterinarians, pay clerks, and members of the Nurse Corps claiming commutation of quarters for a station where there are public quarters payment will not be allowed unless the pay voucher is accompanied by a certificate of the commanding officer of the station, as follows:

I certify that there were no public quarters vacant for the accommodation of _____ during any portion of the period covered by this account by reason of all quarters at this station being assigned to those authorized to occupy the same.

If on account of temporary absence, etc., the claimant is not paid by the quartermaster at the station for which he claims commutation of quarters, and a delay in payment of his monthly pay account would result if the commutation be included in his regular monthly pay voucher, he may prepare a separate voucher for the commutation, with a view to its submission for payment at such time as he may procure the required certificate from the proper commanding officer.

The attention of all concerned is called to the fact that the provisions of this paragraph have application only to those claiming commutation of quarters as for a station where there are public quarters.

(e) *Enlisted men, commutation of quarters and rental of quarters.*—Concerning enlisted men on duty at places where no public quarters are available, the law authorizes the payment of commutation of quarters at the rate of \$15 per month only when specifically authorized by the Secretary of War, and vests in him the discretion of renting quarters in lieu of authorizing the payment of commutation. The authority for the rental of quarters for enlisted men is contained in General Orders, No. 34, War Department, June 7, 1915, paragraph 207, this compilation, but commutation will be paid to those men for whom quarters would otherwise have to be rented, except in cases of enlisted men serving in detachments. In the excepted cases, which are specified in the general orders above mentioned, the practice of renting quarters will continue. When it becomes necessary to provide quarters for enlisted men on duty at places where no public quarters are available, with the exceptions hereinbefore indicated, request for authority to pay commutation of quarters will be made by the proper officer to The Adjutant General of the Army, giving the name, grade, and organization of the man involved, the number, source, and date of the order assigning him to duty, the date on which he reported in person for duty at the station, and stating that no public quarters are available at the station. Should the request be approved by the Secretary of War, the soldier will become entitled to commutation of quarters from and including the date on which he reported in person for duty at the station.

General authority is hereby given the commanding general, Philippine Department, to approve, in the name of the

Secretary of War, the payment of commutation of quarters to enlisted men under the conditions set forth in this order.

(f) *Commutation of heat and light.*—The heat and light allowance of commissioned officers, acting dental surgeons, veterinarians, pay clerks, members of the Nurse Corps, and enlisted men, occupying quarters other than public, will be commuted at the rates prescribed in paragraphs 1036 and 1057, Army Regulations, as amended. This commutation will be payable from the appropriation "Pay of the Army" and will be paid on the same voucher on which payment is made of the regular monthly pay.

(g) *Forms for paying commutation of quarters and of heat and light.*—War Department Form No. 336, being the voucher used in making monthly payments to officers, has been revised so as to include the necessary provision for commutation of heat and light, and this form will be used in making payment of said commutation to commissioned officers, acting dental surgeons, veterinarians, and pay clerks.

War Department Form No. 369, being the voucher used in making monthly payments to detached enlisted men, has been revised so as to make it applicable to members of the Nurse Corps and to include provision for commutation of quarters and of heat and light. Members of the Nurse Corps and enlisted men who are entitled to commutation of quarters or commutation of heat and light will not be paid on pay rolls, but will be paid on War Department Form No. 369. War Department Form No. 357 will not be used in stating accounts for reimbursement for heat and light for periods subsequent to June 30, 1915.

2. When pay accounts are prepared in advance under the provisions of paragraph 1259, Army Regulations, commutation of quarters, commutation of heat and light, and additional pay for private mounts will be omitted from the pay accounts and drawn on a separate account from the quartermaster where the officer is serving. (*G. O. 35, 1915—2290234, A. G. O.*)

231. Payment of troops.—1. While in the field or in time of war, the enlisted men of a regiment will be paid by the regimental quartermaster or commissary, when in the opinion of the division commander conditions warrant and it is practicable to do so, in accordance with the following instructions:

(a) The pay rolls will be prepared by organization commanders and sent to the division quartermaster, the rolls of

each organization to be accompanied by a list of the names of the men, if any, desiring to make deposit of all or any part of their pay, with a statement in each case of the amount of the deposit. The name of the officer designated by the regimental or other commander to make the payment will be sent with the pay rolls to division headquarters. The division quartermaster will cause his office to compute and add the rolls and prepare schedules of funds showing amounts and denominations for each organization. When the rolls of a regiment are thus completed they will be sent with the necessary funds in the proper denominations, less amounts to be deposited, together with the schedules of such funds, by the division quartermaster to the regimental quartermaster or commissary, as the case may be, designated to make the payment, who will pay the troops as promptly as practicable after receipt of funds.

(b) The funds required to pay a regiment will be regularly transferred by invoice to the regimental quartermaster or commissary designated to make the payment who, under the provisions of section 3623 of the Revised Statutes, will be required to account for the funds in the manner prescribed in the regulations issued in furtherance of the law and on the forms authorized for the purpose.

2. As a guide to regimental quartermasters or commissaries in making payments, the following instructions will be observed:

(a) For purposes of ready explanation it will be presumed that the gross amount of the rolls of a regiment is \$15,000; that the deposits are \$3,000, and the quartermaster's collections are \$2,000, leaving the net amount to be paid to the men \$10,000, which, consequently, is the amount to be sent and transferred in cash of appropriate denominations by the division quartermaster to the regimental quartermaster or commissary designated to disburse the funds and account for them.

(b) Based upon the foregoing hypothetical case, entries in the cash book would be as follows:

Date, 1914.		Pay, Army, 1914.		Soldiers' deposits.	
		Dr.	Cr.	Dr.	Cr.
May 6	To transfer from Col. — in cash	\$10,000			
8	By paid on vouchers and to collections on same		\$15,000		
8	To soldiers' deposits			\$3,000	
10	To transfer from Col. — in cash	5,000			
31	Quartermasters' collections deposited to credit of United States Treasurer				
	Soldiers' deposits deposited to credit of United States Treasurer				\$3,000
		15,000	15,000	3,000	3,000

Date, 1914.		Quartermasters' collections.		Total.	
		Dr.	Cr.	Dr.	Cr.
May 6	To transfer from Col. — in cash			\$10,000	
8	By paid on vouchers and to collections on same	\$2,000		2,000	\$15,000
8	To soldiers' deposits			3,000	
10	To transfer from Col. — in cash			5,000	
31	Quartermasters' collections deposited to credit of United States Treasurer		\$2,000		2,000
	Soldiers' deposits deposited to credit of United States Treasurer				3,000
		2,000	2,000	20,000	20,000

(c) The regimental quartermaster or commissary charges himself with the amount received for the payment, \$10,000.

(d) He takes credit in the gross amount of his abstract of disbursements in one entry if all are paid on same day; otherwise he uses one line for each day's payments, the total of the lines equaling amount of abstract, in this case \$15,000; he charges himself on the same line or lines with the collections on the corresponding vouchers, in this case \$2,000.

(e) He charges himself with the amount of soldiers' deposits, \$3,000.

(f) As soon after completing the payments as he can ascertain the amount of his deposits and collections, he will request the division quartermaster to transfer to him the amount of those deposits and collections, which will be done in the following manner :

First. Where there are embraced in the collections amounts in favor of individuals or instrumentalities, like company shoemaker, tailor, post laundry, post exchange, etc., separate checks will be drawn by the division quartermaster, one for each separate individual or instrumentality, to the order of the officer making the payment, citing as the object for which drawn "Transfer of funds."

Second. One check for the sum of the balance of the collections and the deposits will be similarly drawn for transfer of funds.

(g) On the receipt of these checks the paying officer will indorse to the individuals and instrumentalities the checks intended for them. He will indorse the check for the balance of the collections and for the deposits for deposit to the credit of the Treasurer of the United States, indicating in his indorsement the amounts of the collections and the deposits. The checks will be disposed of as called for in the indorsements.

(h) When the checks are received from the division quartermaster the regimental quartermaster or commissary will charge himself with the amount of the deposits and collections, under proper appropriations—in this case, \$5,000, Pay of Army, 1914. When the checks are sent for deposit to the credit of the Treasurer of the United States the regimental quartermaster or commissary will credit himself on one line with the amount of the collections as deposited to credit of United States Treasurer and on another with the amount of the soldiers' deposits similarly deposited.

(i) It will be noted that the amount of collections deposited to the credit of the Treasurer of the United States as shown on next to the last line of the extract from the cash book is given as \$2,000. That is the gross amount of the collections. In case there are collections made which are to be turned over to individuals and instrumentalities, the amount of the collections should be diminished by the sum of the collections in favor of individuals and instrumentalities and the net amount only carried to the cash book. Credit for the disbursement of

the collections in favor of individuals and instrumentalities will be taken on old Pay Forms 2, 35, etc., which should be attached to the roll on which collection was made and accompany same to this office. Such disbursements are not entered in the cash book.

(j) After payment, any funds left in the hands of the regimental quartermaster or commissary making the payment will be promptly invoiced to the division quartermaster.

3. The regimental quartermaster or commissary designated to pay a regiment will utilize the services of the regimental quartermaster or commissary sergeants as clerks in making the payments.

4. While the accounting officers of the Treasury will suspend against the disbursing officer (regimental quartermaster or commissary) any erroneous payments, he will not be held pecuniarily responsible for any overpayment due to error in the computation of the rolls, in the event that it is impossible to collect the amount from the soldier who may be overpaid. Such overpayment will be assessed against those herein charged with the duty of figuring and adding the rolls. (*G. O. 40, 1914—2164615, A. G. O.*)

232. Collection of indebtedness of soldier restored to duty from status of general prisoner.—When at the time of his restoration to duty as a soldier from the status of a general prisoner, under the provisions of section 1352, Revised Statutes, the soldier is indebted to the United States or its instrumentalities, the amount of such indebtedness will be charged against him for collection in monthly installments equal to one-third of his monthly pay, unless his indebtedness if discharged at the rate of one-third of his pay would not be entirely discharged at the expiration of his term of enlistment. In that case the amount of the monthly collections will be increased to the extent necessary to discharge the entire indebtedness before his term of enlistment shall have expired. (*Par. II, G. O. 41, 1914—2132284 A, A. G. O.*)

233. Travel allowances for discharged soldiers.—1. When discharged soldiers elect to take transportation in kind and subsistence to place of enlistment they will be entitled to the following allowances to such place, viz:

(a) Transportation, rail: Second class if available; if second class not available, first class.

(b) Sleeping-car accommodations: Tourist-car berth if available, and upper berth if practicable; if not, a lower berth. If tourist car not available, an upper berth in standard sleeper may be furnished if practicable; if not, a lower berth. No sleeping-car accommodations will be furnished in any instance when a night's journey is not involved or when the distance does not exceed eight hours' travel.

(c) Subsistence: When it is impracticable to furnish rations in kind, they may be commuted at the rate of 50 cents per meal (\$1.50 per day) based on the time via the official route.

2. When discharged soldiers elect to take transportation in kind and subsistence to a place other than the place of enlistment, they will be entitled to the allowances shown in paragraph 1, but care will be taken that the distance from place of discharge to the place to which transportation is desired, based on the official route, does not exceed the official distance from place of discharge to place of enlistment. When the distance between these points is shown in the Official Table of Distances published by the War Department, such distance will govern. Where distance is not shown in the Official Table of Distances, the short-line distance determined from the Official Railway Guide or railroad schedules will be used.

3. Transportation as authorized in paragraphs 1 and 2 may be furnished over any route, provided the cost does not exceed the cost over the shorter route in respect to which the official distance is figured, but subsistence can only be commuted on the basis of the time usually consumed in travel via the official route. Officers issuing transportation to discharged enlisted men will inform them that subsistence can only be commuted on the basis of the time of travel via the official route.

4. Transportation will not be furnished in kind to places that are inaccessible by means of common carriers, i. e., railroads, steamboats, and stage lines operating in connection with other common carriers and over which rates for passage are published.

5. In issuing transportation requests for transportation and sleeping-car accommodations, issuing officers will note on the back thereof the place of enlistment of the discharged soldier to which he is entitled to transportation and subsistence under the act of Congress approved August 24, 1912. (*Par. III, G. O. 14, 1913—1976476 B, A. G. O.*)

INCOME TAX.

234. Instructions for collection at source.—The following instructions for the guidance of officers of the Army subject to the normal tax of 1 per cent under the act of October 3, 1913, and for quartermasters charged with its collection at the source are published to the Army :

1. Section 2, A, subdivision 1 of the act of October 3, 1913, provides :

That there shall be levied, assessed, and collected and paid annually upon the entire net income arising or accruing from all sources in the preceding calendar year to every citizen of the United States, whether residing at home or abroad, and to every person residing in the United States, though not a citizen thereof, a tax of one per centum per annum upon such income, except as hereinafter provided: * * *.

This is known as “the normal income tax,” applies to individuals only, and is the only tax collectible at the source.

2. The exceptions referred to above are :

B. * * * That in computing net income for the purpose of the normal tax there shall be allowed as deductions: First, the necessary expenses actually paid in carrying on any business, not including personal, living, or family expenses; second, all interest paid within the year by a taxable person on indebtedness; third, all national, State, county, school, and municipal taxes paid within the year, not including those assessed against local benefits; fourth, losses actually sustained during the year, incurred in trade or arising from fires, storms, or shipwreck, and not compensated for by insurance or otherwise; fifth, debts due to the taxpayer actually ascertained to be worthless and charged off within the year; sixth, a reasonable allowance for the exhaustion, wear, and tear of property arising out of its use or employment in the business, not to exceed, in the case of mines, five per centum of the gross value at the mine of the output for the year for which the computation is made, but no deduction shall be made for any amount of expense of restoring property or making good the exhaustion thereof for which an allowance is or has been made: *Provided*, That no deduction shall be allowed for any amount paid out for new buildings, permanent improvements, or betterments, made to increase the value of any property or estate; seventh, the amount received as dividends upon the stock or from the net earnings of any corporation, joint stock company, association, or insurance company which is taxable upon its net income as hereinafter provided; eighth, the amount of income, the tax upon which has been paid or withheld for payment at the source of the income, under the provisions of this section, provided that whenever the tax upon the income of a person is required to be withheld and paid at

the source as hereinafter required, if such annual income does not exceed the sum of \$3,000 or is not fixed or certain, or is indefinite, or irregular as to amount or time of accrual, the same shall not be deducted in the personal return of such person * * *.

C. That there shall be deducted from the amount of the net income of each of said persons, ascertained as provided herein, the sum of \$3,000, plus \$1,000 additional if the person making the return be a married man with a wife living with him, or plus the sum of \$1,000 additional if the person making the return be a married woman with a husband living with her; but in no event shall this additional exemption of \$1,000 be deducted by both a husband and wife: *Provided*, That only one deduction of \$4,000 shall be made from the aggregate income of both husband and wife when living together.

3. Section 2, E, subdivision 1, of the act of October 3, 1913, among other things, provides:

All officers and employees of the United States having the control, receipt, custody, disposal, or payment of interest, rent, salaries, wages, premiums, annuities, compensation, remuneration, emoluments, or other fixed or determinable annual gains, profits, and income of another person, exceeding \$3,000 for any taxable year, * * * are hereby authorized and required to deduct and withhold from such annual gains, profits, and income such sum as will be sufficient to pay the normal tax imposed thereon by this section, and shall pay to the officer of the United States Government authorized to receive the same; and they are each hereby made personally liable for such tax. In all cases where the income tax of a person is withheld and deducted and paid or to be paid at the source, as aforesaid, such person shall not receive the benefit of the deduction and exemption allowed in paragraph C of this section except by an application for refund of the tax unless he shall, not less than thirty days prior to the day on which the return of his income is due, file with the person who is required to withhold and pay tax for him, a signed notice in writing claiming the benefit of such exemption, and thereupon no tax shall be withheld upon the amount of such exemption; * * * nor shall any person under the foregoing conditions be allowed the benefit of any deduction provided for in subsection B of this section unless he shall, not less than thirty days prior to the day on which the return of his income is due, either file with the person who is required to withhold and pay tax for him a true and correct return of his annual gains, profits, and income from all other sources, and also the deductions asked for, and the showing thus made shall then become a part of the return to be made in his behalf by the person required to withhold and pay the tax, or likewise make application for deductions to the collector of the district in which return is made or to be made for him * * *.

4. Article 33 of the Regulations, United States Internal Revenue, in explaining exemptions under C and deductions under B, says in part:

(a) In all cases where the income tax of a person is withheld and deducted and paid or to be paid at the source, such person shall not receive the benefit of the deduction and exemption allowed in paragraph C, except by an application to the collector for refund of the tax unless he shall, not less than thirty days prior to the day on which the return of his income is due, file with the person who is required to withhold and pay tax for him a certificate claiming the benefit of such exemption, and thereupon no tax shall be withheld upon the amount of such exemption. If any person for the purpose of obtaining any allowance or reduction by virtue of a claim for such exemption, either for himself or for any other person, knowingly makes any false statement or false or fraudulent representation, he shall be liable to a penalty of \$300.

(b) Nor shall any person under the foregoing conditions be allowed the benefit of any deduction provided for in subsection B * * * unless he shall, not less than thirty days prior to the day on which the return of his income is due, either file with the person who is required to withhold and pay tax for him a true and correct return (on Form 1008) of his annual gains, profits, and income from all other sources, and also the deductions asked for, and the showing thus made shall then become a part of the return to be made in his behalf by the person required to withhold and pay the tax, and the debtor or withholding agent will only withhold the tax on the payments made in excess of the deductions claimed on said form. Or such person may likewise make application for deductions to the collector of the district in which return is made or to be made for him. * * *

(c) Claims for exemption and deductions may be filed with the withholding agent and claims for deductions may be filed with the collector, not later than thirty days prior to March 1.

In cases where claims for deductions are filed with the collector within the time prescribed, the collector will immediately furnish the withholding agent (whose name and address must be shown on Form 1008) with a statement of the amount of deductions claimed, and said withholding agent shall not withhold and pay the normal tax to the extent of the deductions claimed as per said list.

Withholding agents should not file their annual returns until after the expiration of the time allowed persons to file claims for exemptions and deductions, and if claims for deductions are filed with the collector in the required time, yet not in sufficient time to have the adjustment made by the withholding agent, the collector will make the adjustment on the withholding agent's return, and in reporting such withholding agent for assessment will make allowance for the amount of such deductions claimed. Notice of such adjustment, however, must be furnished the withholding agent.

5. Articles 65, 66, and 69 of said Regulations provide :

ART. 65. A withholding agent who pays monthly, or periodically during the year, interest, rents, salaries, wages, etc., shall not withhold the said tax until such time as the interest, rents, salaries, wages, etc., shall have reached an aggregate amount in excess of \$3,000. When such amount has been reached, such agent shall withhold the tax on the whole \$3,000 and any excess thereof, unless the person to whom the income is due files a notice claiming exemption under paragraph C, * * * in which case the withholding agent shall withhold only the tax on the income in excess of said exemption of \$3,000 or \$4,000 (as the case may be), and the tax so withheld shall be paid as required by law.

ART. 66. In case the person to whom the income is due is entitled to any deductions under paragraph B, he may avail himself of such deductions by filing with the withholding agent Form 1008, * * * in which case the withholding agent will only withhold the tax on such income in excess of the deductions claimed on said form.

ART. 69. Withholding agents shall make an annual list return (Form 1042), in duplicate, to the collector of internal revenue for the district in which the withholding agent resides or has his principal place of business on or before the 1st day of March in each year, showing the names and addresses of persons who have received incomes in excess of \$3,000, on which the normal tax of 1 per cent has been deducted and withheld during the preceding year. This return must be accompanied by all forms presented claiming exemptions and deductions.

6. Disbursing officers of the Quartermaster Corps will deduct and withhold the normal tax of 1 per cent on the following items :

- (a) Pay, both base and service.
- (b) Foreign service pay.
- (c) Increase of pay because of aviation.
- (d) Pay as aid.
- (e) Pay for certificate of merit.
- (f) Rents payable to persons, as distinguished from corporations and companies.

The tax will not be withheld at the source on the following items :

- (a) Pay for mounts.
- (b) Mileage.
- (c) Reimbursement for actual expenses.
- (d) Per diem allowances in lieu of subsistence while traveling under orders.
- (e) Commutation of quarters.
- (f) Payments for heat and light.
- (g) Rents payable to corporations, companies, etc.

7. Where the rent payable to one person is less than \$3,000, no deduction is made and no exemption need be claimed.

Should the withholding officer be in doubt, under the wording of the lease, whether the person named to receive the rent is entitled to it as owner or as agent, he may require such person to furnish him with Form 1007 properly executed by the owner of the property.

Unless it clearly appear in the lease that the rent is payable to a company, corporation, etc., the tax must, in the absence of properly executed Form 1001, be withheld.

8. A withholding agent shall not withhold the normal tax of 1 per cent until the payments made by such withholding agent to any one person in a calendar year aggregate in excess of \$3,000, when he shall deduct and withhold upon the entire amount paid by him unless exemption is claimed on Treasury Department Form 1007 revised, and then only on the amount in excess of the amount of the exemption claimed. In case the exemption notice is not filed until after withholding has been made, the withholding agent may, at any time prior to rendering his annual list return, refund the amount of tax withheld to the extent of the exemption claimed, provided such exemption is claimed prior to January 30 of the year following the tax year.

In order to enable these adjustments to be made, withholding agents paying monthly will not file their return prior to January 30 following the close of the calendar year covered by the return, January 29 being the last day on which exemption certificates can be filed for the preceding year.

The appropriate time for a withholding agent to make his annual return is between January 30 and the last day of February following the calendar year covered by the return.

With the exception of withholding agents on duty in the Philippine Islands, China, and at remote Alaskan and foreign stations, the return should be filed so as to be in the hands of the proper collector of internal revenue by March 1. In the excepted cases the return should be filed so as to be in the hands of the collector by March 31. Withholding agents on duty in the Philippine Islands, China, and at all stations beyond the continental limits of the United States, except Alaska, should file their return with the collector of internal revenue, Baltimore, Md. Those in Alaska should file their return with the collector of internal revenue, Tacoma, Wash.

Exemption certificates need not be in duplicate.

9. In case an officer from whom there has been withheld the tax on an amount in excess of amount exempt under paragraph C (\$3,000 or \$4,000, as the case may be) is entitled under paragraph B to deductions which would wipe out, in whole or in part, the amount withheld, the withholding officer may, upon receipt of Form 1008, properly executed, refund to such creditor officer the amount withheld to the extent of the deductions claimed. In such case Forms 1007 and 1008 must both be filed by the creditor officer with the withholding officer on or before January 29 following the close of the calendar year.

10. The amount of the exemption, \$4,000, may be split between husband and wife, each taking such part as may be desired, but the total exemption of the two can not exceed \$4,000.

11. An insane officer, if married and living with his wife at time of commitment, confined in an institution is held to be living with his wife during confinement.

An officer living apart from his wife, to whom he pays alimony, suffers deduction on all income in excess of \$3,000.

12. When a disbursing officer is relieved from duty because of expiration of detail, retirement, resignation, etc., he will render the return required in his capacity as a withholding agent at the same time as he would have rendered it if he had continued on disbursing duty.

In case of the death of a disbursing officer, the board appointed to settle his accounts will, if the disbursements made by the deceased require it, furnish the proper collector of internal revenue with a return, in duplicate, on Treasury Department Form 1042, as of date of death, accompanied with a statement that the amount of the withholdings, if any, are on deposit in the Treasury of the United States to the credit of the special deposit account of the deceased. All claims for exemption, Form 1007 revised, or for refundment of excessive withholdings, Treasury Department Form 1008 revised, which may have been filed with the deceased will be forwarded to the collector of internal revenue, together with the return on Form 1042. A certified copy of the Form 1042 will be filed with the findings of the board.

When a disbursing officer is directed to change station he will, before departing from his old station, provide himself with such data as may be necessary to enable him to make proper withholdings from any officer who may have been paid

by him at the old station, should such an officer present accounts to him at the new station.

Claims for exemption filed with a disbursing officer should be retained by such officer for submission with his annual list return of withholdings. In all cases when an officer ceases disbursing at any particular station, he will leave at such station a certified list of the claims for exemption which have been filed with him in order that his successor may have knowledge thereof. In case of death the list will be prepared by the board of officers appointed to settle his accounts.

13. If an officer has filed certificate of exemption with any withholding agent, he will, on presenting pay vouchers to another withholding agent, forward with such vouchers a certificate to the effect that "claim for exemption for \$_____ has been filed with quartermaster at _____."

14. Withholding agent turns over the tax withheld by him only when called upon to do so by the collector of his district.

15. Every person whose net income during a calendar year amounts to \$3,000 or more will be required to execute and forward to the collector of internal revenue of the district in which he may be stationed or residing in the United States a return of his income prepared on Form 1040, entitled "Return of annual net income of individuals." This return must be filed with the collector on or before March 1 of the following year.

16. Officers on duty or residing beyond the continental limits of the United States who have no legal residence in the United States should prepare and forward their annual return of net income to the collector of internal revenue at Baltimore, Md., in whose district Washington is located, unless they be in Alaska, in which event the return should be sent to the collector of internal revenue at Tacoma, Wash. The return should be forwarded in time to reach the office of the collector not later than March 1 of each year. (*G. O. 50, 1914, as amended by Par. I, G. O. 13, 1915, and Par. I, G. O. 54, 1915—2165465, and Addls. B. and F, A. G. O.*)

235. Method of accounting for moneys withheld at source.—The following decision of the Comptroller of the Treasury, dated August 11, 1914, prescribing the method of accounting for moneys withheld at the source by disbursing officers from income payments, is published to the Army for the information and guidance of all concerned in connection

with the provisions of General Orders, No. 50, War Department, 1914, paragraph 234, this compilation:

1. All disbursing officers of the United States, under whatever title they disburse Government funds, are required to act as agents of the Government in withholding at the source the tax levied by the act of October 3, 1913 (38 Stat., 166-181), upon the incomes of individuals. (See sec. 2, par. E, p. 170.)

Moneys withheld on account of income tax will be accounted for by each disbursing officer in his special deposit account, as a distinct classification thereof, in a separate column of the special deposit account current. (See 19 Comp. Dec., 442; 20 id., 479.)

The amounts withheld should be clearly shown in the pay roll or voucher of the disbursing officer's regular account on which salary or other payment is made, either in a separate column of "deductions" or under "remarks," and charge will be made against the proper appropriation for the full amount due each individual, including the amount of the income tax. Credit for said full amount will be asked for and given by the accounting officers of the Treasury, if the item be otherwise correct, upon a sufficient showing that the disbursing officer has taken up said amount of income tax deduction in each individual case and charged himself therewith in his special deposit account.

The amounts withheld will be deposited with the Treasurer of the United States to the official credit of the special deposit account of the disbursing officer in the following manner:

The disbursing officer will draw his check bearing the symbol number of his regular account, in favor of the Treasurer of the United States, to be deposited to the credit of his special deposit account. The appropriation or appropriations chargeable will be entered on the check under the words "Object for which drawn." This check will be forwarded to the Treasurer of the United States, who will charge the amount in the officer's regular account and credit a like amount in the officer's special deposit account, for which a duplicate certificate of deposit will be mailed to the officer as his receipt.

The amounts withheld will be scheduled upon a schedule of receipts and deposits (special deposit account), which will show the date of receipt, from whom received, purpose or classification of receipt, amount received, and the number and date of certificate of deposit given by the Treasurer. Where income-tax collections form the only class of special deposit moneys carried by a disbursing officer, the purpose or classification column may be omitted, the classification being shown in the heading of the form.

Where an amount has been withheld and the individual subsequently claims exemptions or deductions authorized by law, or claims that the amounts have been improperly withheld, in whole or in part, the disbursing officer, if refunder is authorized, may make refund to said individual by drawing a check

bearing the symbol number of his special deposit account, in favor of the individual from whom withheld, upon the Treasurer of the United States. Said refundments will be scheduled upon a schedule of refundments, which will show the date of refundment, to whom refunded, purpose for which refunded, and check number and amount of refundment. No voucher in support of refundments will ordinarily be required by the accounting officers other than the schedules and checks.

Remittance to the proper collector of internal revenue will also be by check bearing the symbol number of the disbursing officer's special deposit account, in favor of the collector, drawn on the Treasurer of the United States. The remittance will be accounted for by entry made on the debit side of the disbursing officer's special deposit account current for the period in which the remittance payment is made, showing the number and date of the remittance check in the stub and the amount thereof in the income-tax column. If the amounts withheld for a given calendar year are correct, said amounts will equal the amount of the assessment made by the Commissioner of Internal Revenue, and the drawing of the remittance check should clear the income-tax account for that year. The original or a certified copy of the notice of assessment from the collector must accompany the special deposit account for the period in which the remittance is made.

In case of the death, resignation, or transfer of a disbursing or collecting officer, his special deposit funds will be duly transferred to his successor, taking the latter's receipt therefor. Upon the production of said receipt and of evidence that the successor has taken up and charged himself in his special deposit account with the balances of the various special deposit classifications contained in his predecessor's last account submitted, due credit will be given by the accounting officers of the Treasury to the late accountable officer, and the latter's special deposit account at his late station, if otherwise correct, will be closed.

The special deposit account of a disbursing or collecting officer will be examined and audited by the proper auditor having jurisdiction by law over said officer's accounts, with the same care, thoroughness, and procedure as in case of his regular account, except that the settlement of an account need not be certified by the auditor to the Division of Bookkeeping and Warrants nor a copy furnished to heads of departments: *Provided*, That no exception shall be taken or disallowance made by an auditor in connection with income-tax moneys withheld by a disbursing officer, where a proper accounting is made of the amounts withheld, in accordance with the provisions of this circular, and the disbursing officer charges himself (credits the United States) in his special deposit account with the full amount withheld and assessed against him as shown by the notice of assessment filed with his account and credits himself (debits the United States) with the remittance to the collector of said assessment.

All disbursing and collecting officers receiving moneys embraced within the definition of special deposits given herein and in 19 Comp. Dec., 442, and 20 Comp. Dec., 479, whether income tax or otherwise, who do not account for same through the medium of a special deposit account, will, unless differently authorized by law or Treasury regulation, apply to the Treasurer of the United States for permission to open such an account; will handle and account for said moneys as special deposits apart from their regular accounts, as herein provided for; and will submit their special deposit accounts at the same time with their regular accounts, monthly or quarterly, as the case may be, to the proper auditor for examination and settlement. * * *

2. The following is prescribed to carry into effect the requirements of the foregoing decision:

(a) All disbursing officers, in making application to the Treasurer of the United States for permission to open a special deposit account, will ask for the assignment of a special symbol number and request a supply of checks.

(b) Disbursing officers making use of the special deposit account will make requisition on the chief of their bureau or office for the standard forms described in General Orders, No. 47, War Department, 1914, paragraph 149, this compilation.

(c) On the abstract of expenditures now in use the first column to the right of that headed "To whom paid" will be used to enter the amount withheld from the person whose name is entered on that line, the column being headed "Income-tax deductions," and the total of this column will be the amount of income tax withheld for that month.

(d) In the cash book a column will be used for the income-tax deductions and so headed. Deductions usually made on pay or other vouchers, will be entered in the same manner as other collections. The total of the column headed "Income Tax Deductions" in the cash book and the same column on the abstract of expenditures should agree, and at the close of the month the total amount of income-tax deductions will be transferred by a single check bearing regular account symbol number to the Treasurer of the United States for the credit of the officer's special deposit account, in a manner similar to that by which soldiers' deposits received are transferred to the pay of Army Deposit Fund, and proper entry thereof made in the cash book.

(e) On the account current a column will be headed "Income Tax Deductions," and under "Debits" the entry "In-

come-tax deductions transferred to special deposit account by check No. ———," and under "Credits" the entry "Income Tax Deducted."

(f) On Standard Form No. 31, Schedule of Receipts and Deposits, will be entered in detail the several items of income tax deducted and scheduled in the column on the Abstract of Expenditures, headed "Income Tax Deductions."

(g) On Standard Form 33 will be entered (in months in which refundments are made) refundments made to persons from whom an excess has been withheld. On the same form there will be but one transfer in each calendar year—at the time the tax withheld is transferred to the collector of the district after the receipt of the assessment notice from the Commissioner of Internal Revenue, giving the amount which should have been withheld.

(h) Standard Form No. 30, Special Deposit Account Current, will be used as indicated by the form. Standard Form 32 is not used in connection with income-tax deductions.

The operations described in sections (a) to (e), inclusive, will clear the regular account of the income-tax deductions, and the succeeding sections (f) to (h), inclusive, prescribe the forms to be used for the special deposit account and the manner of preparing the same. (*Par. I, G. O. 74, 1914—2165465 A, A. G. O., as amended by Par. II, G. O. 54, 1915—2165465 F, A. G. O.*)

TRANSPORTATION OF PERSONS AND PROPERTY.

236. Former soldiers and employees returning to United States.—An enlisted man a resident of the United States serving in Hawaii, the Philippine Islands, or Alaska, who is discharged the service in those islands or in Alaska, by transfer to another branch of the service, or on his own application, whether by way of favor or by purchase, or because of confinement by the civil authorities, or by way of punishment for an offense, or for disability caused by his own misconduct, or on account of fraudulent enlistment, is, by the operation of section 1290, Revised Statutes, and the act of March 16, 1896 (29 Stat. Large, 63), prevented from being allowed the usual traveling allowances to the place of his enlistment, enrollment, or original muster into the service, but he will be brought by the Government to the United States on a transport free of

charge or, in Alaska, via commercial vessel when a transport is not available. (*Par. II, G. O. 83, 1901.*)

Discharged soldiers and civilian employees who are entitled to return transportation to the United States, and who desire to avail themselves of this privilege, must do so by the first available United States Army transport. To this end applications must be made for such transportation within 30 days after the date of discharge, whereupon the particular transport upon which transportation will be furnished will be designated, and failure to travel on said transport will forfeit the right to the transportation. In cases where such forfeiture has been incurred and the commanding general, Hawaiian Department, or the commanding general, Philippine Department, is of opinion that the circumstances justify an exception being made, he is authorized to direct that the transportation, when available, be furnished anew. (*G. O. 166, 1905, and A. G. O. letter March 15, 1913—2017816, A. G. O.*)

237. Transportation requests.—No requests for supply of transportation requests will be made upon the office of the Quartermaster General, but such requests will be made as follows:

1. Upon the depot quartermaster, Washington, D. C., directly for all posts, recruiting stations, and depots in the Eastern Department.

2. Upon the depot quartermaster, St. Louis, Mo., directly for all posts, recruiting stations, and depots in the Central and Southern Departments.

3. Upon the depot quartermaster, San Francisco, Cal., directly, for all posts, recruiting stations, and depots in the Western and Hawaiian Departments. (*Par III, G. O. 92, 1914—2237883, A. G. O.*)

238. Baggage allowances on transportation lines for officers and others using Army transports on trans-Pacific voyages.—1. The various transportation lines grant to officers and others using Army transports from San Francisco to Honolulu, Manila, and other trans-Pacific ports the same baggage allowance as is effective with respect to passengers using commercial steamers, viz, 350 pounds on each full ticket and 175 pounds on each half ticket. The rule adopted by the carriers is as follows:

For each adult passenger holding first-class 30-day or first-class limited rail ticket, sold on basis of regular first-class 30-day fare or regular first-class closely limited fare, as the

case may be, 350 pounds of baggage, not exceeding \$100 in value, will be checked without charge. For each child traveling on a half-fare ticket sold on basis of first-class 30-day fare or first-class closely limited fare, 175 pounds of baggage, not exceeding \$50 in value will be checked without charge. To secure this allowance, passengers must present at the time baggage is offered for checking, a railroad ticket to port of embarkation or from port of entry, together with a steamship ticket or an order from competent Government authority directing him to proceed from a point in the United States to Manila or other trans-Pacific port, or from Manila or other trans-Pacific port, to a point in the United States, as the case may be.

Passengers en route to or from Pacific coast points who use Government transports and who hold other than first-class tickets will be entitled to only the regular baggage allowance as provided in section (a) of this rule (150 pounds).

2. Officers and others desiring to take advantage of this rule should present to the railroad agent, at the time baggage is checked, their railroad ticket, or tickets, and also copy of their order directing them to proceed to Manila or other trans-Pacific port, and in the case of any members of their family accompanying them should also present the letter from the Quartermaster General of the Army, showing that reservations have been made on the transport. (*Par. II, Bul. 26, 1914—2174998, A. G. O.*)

239. Change of station allowance of baggage of retired or deceased officers.—A limit of one year from date of retirement or decease is fixed during which the change of station allowance of the personal effects, professional books, and papers may be transported at public expense to the homes of retired officers or to such points within the limits of the United States as the relatives or friends of deceased officers may designate.

All property shipped after the time limit herein fixed will not be at public expense. (*Par. I, Cir. 63, 1905—1076884, M. S. O.*)

240. Loss or damage of private property shipped on Government bill of lading.—In case of loss of or damage to private property of officers or other persons connected with the military service that has been shipped on Government bill of lading, the following is published for the information and guidance of all concerned:

The Comptroller of the Treasury, under date of July 16, 1908, decided that in the matter of shipments of private property of officers there is no authority of law for the withholding

of money due by the Government to the carrier to reimburse the owner for the loss of or damage to his property.

The proper officer of the Quartermaster Corps will, however, exhaust every proper means to have a satisfactory adjustment made in all such cases. (*Cir. 14, 1910—1613893, A. G. O.*)

241. Packing and marking, quartermaster supplies.—The following instructions prescribe standard packing boxes for shipment of quartermaster supplies between depots, posts, and stations and from depots, posts, or stations to troops in the field, marks to be placed on such boxes and other packages for shipment and marks on quartermaster supplies for issue :

1. STANDARD PACKING BOXES.

Packing boxes, 38 by 19 by 15 inches, outside measurement, meet nearly all requirements for escort wagon, motor truck, pack animal, or water transport, and accordingly all quartermaster supplies intended for field service will, when practicable, be packed in boxes of such dimensions, constructed of suitable light but durable material (ordinarily not exceeding one-half-inch sides and 1-inch ends) and bound around ends and center when necessary with suitable hoop iron or wire, weight not to exceed 150 pounds gross.

Sacking or baling will be substituted for boxes whenever practicable, and when necessary to use smaller boxes same should be exact subdivisions of corresponding dimensions of the standard box.

By reducing the number of articles, the standard size and gross weight limit of box adapts itself to most quartermaster supplies.

2. EXCEPTIONS.

(a) In exceptional cases, where conformity to the standard weight limit would destroy the unity of equipment and separate component parts, the loss of any one of which would render the others useless, the gross weight of the standard size box may exceed 150 pounds.

(b) In exceptional cases, where supplies are now packed in boxes or bales of less than 150 pounds gross weight, and the dimensions of which, determined by the nature of the supplies and the number of units necessarily carried, are within the standard dimensions, same may be packed as heretofore.

(c) In other exceptional cases the height of the standard box may be slightly varied, the length and breadth being adhered to.

(d) *Subsistence stores*.—Unless otherwise directed, subsistence stores will when practicable, be shipped in containers in which received or containers of similar dimensions. The weight of any one box of subsistence stores prepared for shipment to posts should not exceed 100 pounds gross. The gross weight of barrels may, however, exceed 100 pounds.

3. MARKS ON PACKAGES.

Shipping.—When space permits, name or initials of consignee and address will be marked on top surface of package, box, etc., and on the ends U. S. number, contents, gross, tare, and net weight, name of seller or contractor, or if packed or repacked by Quartermaster Corps, date packed and initials of packers. Also, when practicable, the insignia of the Quartermaster Corps will be stamped on both ends of each box, crate, barrel, etc., of quartermaster supplies, and in addition, to readily distinguish subsistence stores, a crescent 3 inches in height and 2 inches in width will be stamped in red or other conspicuous color on both ends of all packages containing subsistence stores.

Exception.—Where it is not practicable to mark contents on boxes, etc., with stencil or brush, the contents will be listed on heavy paper by use of typewriter or pen, the list attached by means of tacks or paste and the list then given a light coat of varnish to prevent obliteration by rain or moisture.

4. SPECIFICATIONS FOR STENCIL PLATES.

For marking property for shipment, a complete set of stencil plates consists of two full alphabets, Roman capitals (including the usual mark for "and"), and two series of numbers from 1 to 0. One set of letters and numbers is 1 inch, the other $\frac{1}{2}$ inch high. They are cut on plates of sheet brass, No. 28, the larger $2\frac{1}{4}$ by 2 inches; the smaller $1\frac{3}{4}$ by $1\frac{1}{2}$ inches. The upper edge of each plate is turned up so as to form a rim about $\frac{1}{2}$ inch high. These plates are issued in japanned tin boxes, $8\frac{1}{2}$ inches long, 4 inches wide, and $1\frac{3}{4}$ inches high, with hinged lids. Each box contains, besides the full set of stencils, a cake of marking paste in tin box, a

sponge, and a stencil brush. Printed directions for the use of the latter materials are attached to the inside of the lid.

5. These instructions are not to be construed as prohibiting the use by supply depots of crates of suitable dimensions in the shipment of tentage and other supplies which experience has shown can be more advantageously and economically transported in that form of container.

6. The requirements of section 4, Paragraph I, of this order, as to the use of stencil-plate sets do not apply to supply depots and other points equipped with stencil-cutting machines.

7. MARKS ON ARTICLES.

All nonexpendable articles of quartermaster supplies hereafter procured will be marked with the letters "U. S. Q. M. C." in one of the three following sizes, according to the tool or article:

Size 1, with letters $\frac{5}{16}$ inch high.

Size 2, with letters $\frac{3}{8}$ inch high.

Size 3, with letters 1 inch high.

The marking of all tools will be done under the direction of the purchasing officer.

8. The following will be supplied to posts as a class A supply:

Q. M. C., 1 inch.

U. S., 1 inch.

Numerals, 1 inch (from 0 to 9, inclusive).

Stencil plates, sets, complete.

Rubber stamps, insignia of the Quartermaster Corps, and crescent stencil plate sets.

Quartermasters will make use, until worn out, of the letters and numerals now on hand for marking quartermaster supplies and tools.

Requisitions for letters and numerals of the sizes prescribed above will not be submitted except to replace similar articles of the kinds and sizes now in use. Supply depots of the Quartermaster Corps will continue the issue of these articles from stock on hand to fill requisitions until such stock is exhausted.

9. OLD MARKS.

When boxes, crates, barrels, etc., which have been used in the transportation of supplies are again used as containers in

quiring a file of descriptive cards of public animals to be kept with the records of every officer accountable for public animals, the original descriptive card will be kept by the accountable officer and a copy thereof will be furnished to the responsible officer. (*Par. III, Bul. 20, 1915—2284652, A. G. O.*)

258. Administration of mallein.—1. Experience having proved that mallein has merely a diagnostic value and that it is useful principally as an aid in the detection of glanders, administration of mallein will hereafter be limited to horses and mules of the Army, and to private horses of officers, that have come in contact with animals that are known to have or are suspected of having glanders, to newly purchased horses and mules, and to horses and mules coming into or going out of the country.

2. As mallein is provided gratis by the Department of Agriculture for the animals of the Army, formal requisition on Form 60, Quartermaster General's Office, is not necessary, but inasmuch as its merits are guaranteed only for a period of six weeks the time when it is proposed to administer the mallein should always be stated when calling for a supply. (*Par. II, Cir. 74, 1909—1191791 A, M. S. O.*)

259. Issue of condemned horses to militia Field Artillery.—Condemned horses of the Regular Army, which are no longer fit for the service but which are still suitable for purposes of instruction, may be issued to the Field Artillery of the Organized Militia. Inspectors acting on inventory and inspection reports of horses should designate for transfer to the militia such horses as are not continued in service but which are suitable for instruction purposes. Condemned horses fulfilling these conditions will be reported by department commanders to the War Department and instructions will be given as to their disposition.

When condemned horses issued to the Organized Militia are no longer fit for the purpose of instruction, they will be sold as now provided by law. Provision for shelter, care, and feeding of the animals transferred to the Organized Militia will be made by the respective States, Territories, or the District of Columbia, as prescribed by the Secretary of War. (*Par. IV, Bul. 19, 1915—2282261, A. G. O.*)

HORSES OF OFFICERS.

260. Certificate of officer having private horses shipped from place of purchase to station.—When invoicing to the Quartermaster Corps authorized private horses for shipment from the place of purchase to the station of the officer owning the horses, under the provisions of paragraph 1098, Army Regulations, the officer who owns the horses will prepare and furnish to the proper officer of the Quartermaster Corps to whom the horses are invoiced a certificate, in duplicate, setting forth that he is entitled to have his mounts shipped by the Quartermaster Corps under the provisions of the said act. For the information of the accounting officers of the Treasury, the certificate will be attached to and made a part of the bill of lading issued by the Quartermaster Corps. (*G. O. 181, 1910—1696342, A. G. O.*)

261. Descriptive cards to accompany private mounts shipped on change of station.—When private mounts of officers are shipped on change of station under the provisions of paragraph 1098, Army Regulations, a descriptive card of each mount will accompany the invoice covering the shipment so as to enable the receiving officer readily to identify the animal upon arrival at destination. (*Par. II, G. O. 6, 1915—2250487, A. G. O.*)

262. Docked horses not to be taken to Philippine Islands.—The Legislative Assembly of the Philippine Islands having on January 24, 1912, enacted a law prohibiting the importation of docked horses into the Philippine Islands, and the docking of public horses being forbidden by paragraph 1068, Army Regulations, officers of the Army will not take docked horses into those islands for use in the military service or for any other purpose. (*Par. VI, G. O. 15, 1912—1892449, A. G. O.*)

263. Exemption of officers from payment of fee for inspection of mounts entering Philippine Islands.—The Bureau of Agriculture, Government of the Philippine Islands, is responsible for the inspection of all animals arriving in the Philippines from foreign countries and for such service collects a fee, in the case of horses, of 1 peso per head. Army officers are, however, exempted from the payment of this fee, provided they present a certificate to the bureau to the effect that their mounts will be used by them in the discharge of their official duties.

Officers desiring to ship their private mounts to the Philippine Islands should execute the certificate required before they leave the United States, this certificate to accompany other papers pertaining to the animals transported to the Philippine Islands. (*Par. II, Bul. 2, 1915—2242384, A. G. O.*)

BAKERY COMPANIES.

264. Regulations for bakery companies.—The following regulations for the organization, equipment, administration, and utilization of bakery companies are prescribed:

1. Bakery companies will be established for war service at the rate of one to each division, and for peace service in such number within each territorial department as may be authorized from time to time by the Secretary of War; they are to be formed from enlisted bakers of the Quartermaster Corps, with such civilian employees as may be necessary, and will be assembled only as needed; they are not to be considered as a constituent part of a division, but as elements of the Quartermaster Corps at large, and may be assigned in whole or part to concentration or other camps of a permanent or semi-permanent character. They are normally to be treated as elements of the line of communication; when such line is established they are attached thereto, according to the needs of the particular situation, and are operated under the direction of the commander of the line of communications.

2. In time of peace, and for the service of the interior in time of war, bakery companies located within any territorial department are placed under the control of the department commander for all purposes of administration, training, and inspection, and their services may be utilized by him, unless otherwise ordered, in whole or in part, as he may consider advisable, without reference to the War Department.

3. The organization and personnel of a bakery company at war and peace strength are shown in the Tables of Organization. Its equipment is as follows:

Table of equipment.

	Unit.	Section.	Company.
Axes.....	1	3	12
Boards, dam, for dough troughs.....	2	6	24
Brushes, bench.....	1	3	12
Brushes for greasing loaves.....	1	3	12
Brushes, scrubbing.....	2	6	24
Buckets, galvanized iron.....	3	9	36
Cans, sponge, nested.....	7	21	84
Clocks.....		1	4
Colanders, 12-inch.....	1	3	12
Covers, canvas, for bread racks.....	3	9	36
Covers, canvas, for dough troughs.....	2	6	24
Covers, canvas, for ovens.....	1	3	12
Covers, for sponge cans.....	1	3	12
Desks, field.....			1
Hatchets.....	1	3	12
Hose, fire.....	1	3	12
Hooks, pan, 5 feet long.....	1	3	12
Lanterns.....	2	6	24
Measures, gallon, graduated.....	1	3	12
Ovens, field.....	1	3	12
Pans, bake, 12 by 24 inches.....	36	108	432
Paulins, large and small (in number as required).			
Pennants.....			1
Pickaxes, with handle.....	1	3	12
Racks, bread, folding.....	3	9	36
Rakes.....	1	3	12
Ranges, No. 2, complete.....		1	4
Scales.....	1	3	12
Scoops, large.....	1	3	12
Scrapers, dough.....	2	6	24
Shovels, long handle.....	1	3	12
Sieves, flour, 13-inch.....	1	3	12
Stoves, Sibley, complete.....	1	3	12
Tables, molding.....	1	3	12
Tents, wall, large, open at both ends.....	2	4	18
Tents, storage.....			2
Tents, pyramidal, large.....	1	2	8
Tents, pyramidal, small.....			3
Thermometers, oven.....	1	3	12
Transportation, motor, wagon, etc. (as required). ¹			
Troughs, dough.....	2	6	24
Wrenches, monkey, 8-inch.....	1	3	12

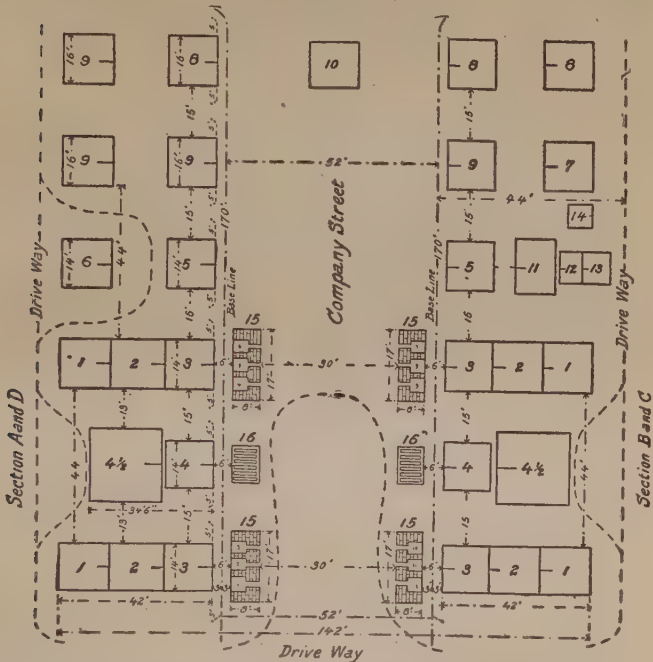
¹ To be supplied for interior service, supply and transport, as circumstances attending the operations of the bakery company or its detached subdivisions may require.

The foregoing constitutes the equipment of the unit, section, and bakery company. The term "Field bakery" will be used to designate the bakery equipment for the company. Except when in use, it shall be kept serviceable and intact at the headquarters of the company ready for immediate use or shipment. Articles of equipment will be appropriately marked with the company numeral.

When units or sections are temporarily detached no transfer of accountability is made. The unit or section proceeds

CAMP OF A BAKERY COMPANY—GROUND PLAN.

Square feet space 30,000, approximately (including 12-foot roadway around camp.)



with its prescribed equipment and on the completion of such service it returns with its equipment. If, due to losses or depreciation of material, a section or unit requires any equipment, it will be issued and will then become part of the company equipment. The officer who makes such an issue accounts on his return for the missing or unserviceable material in the usual way.

4. The normal camp of a bakery company, and the arrangement and utilization of the tentage and ovens are indicated on the accompanying plan. While such arrangement is desirable, conserving energy and economizing space, it is not to be followed blindly, but the commander should exercise his judgment in making such modifications therein as will best meet conditions as they arise.

(*Par. I, G. O. 29, 1914—2141344 B, A. G. O., as amended by Par. IV, G. O. 6, 1915—2226614, A. G. O.*)

265. Pennant for bakery companies and for quartermaster establishments in general.—The pennant prescribed in Appendix 5, Field Service Regulations, for "Supply Train and Quartermaster Depots," but without distinguishing number, is to be used as the distinguishing pennant for bakery companies and for quartermaster establishments in general for which pennants are or may be prescribed. (*Par. II, Bul. 35, 1915—2172100 A, A. G. O.*)

ARMY TRANSPORTS.

266. Punishment of offenses committed on board.—Where an offense is committed on an Army transport by a person subject to the Articles of War, a military prosecution should be immediately instituted, by the preparation of charges and specifications. When an offense amounting to felony or a serious misdemeanor is committed by one member of the ship's company against another, on the high seas, neither party being subject to the operation of the Articles of War, the offender will be confined and turned over to the proper United States court at the first port of entry; if at such port of entry there be no court of the United States having jurisdiction over the offense committed, the offender will be held in confinement on board the ship until a port is reached in which there is a court of the United States having jurisdiction of the offense as a crime committed on the high seas outside the territorial jurisdiction of any State or Territory.

ARTICLE XXVII.

MEDICAL DEPARTMENT.

MEDICAL CORPS.

271. Use of medical histories by medical members of boards.—Owing to an apparent misapprehension on the part of officers undergoing examination before retiring boards and examining boards for promotion, the attorneys for such officers and certain of the boards conducting the examinations, as to the use by the medical members of the boards of medical histories furnished by the War Department and papers in the possession of the boards bearing upon the question of the origin of any disability that may be found to exist, the following rulings of the War Department, based upon the views of the Surgeon General and the Judge Advocate General of the Army, are promulgated for the information and guidance of all concerned :

In the examination of an officer for retirement or promotion the medical members of the board act in the capacity of medical experts and testify as to the result of their examination as such before the board. After acting in this capacity they take their places as members of the board, and, in the case of retiring boards, exercise the same functions as the other members.

In making medical examinations, both in military and in civil life, the importance of the medical history is universally recognized, whether the examination is being made in the interest of the patient or for the protection of the Government. It is necessary not only to direct the attention of the examiner to slight and inconspicuous signs and symptoms which would probably be otherwise overlooked, but also to assist in the interpretation of symptoms which may be common to many different conditions in order that they may be properly grouped as a symptom complex which points to some well-defined pathological condition. For the board to be deprived of so important a guide would limit the accuracy and extent of the professional scope of the examination and so diminish

its value. This limitation would be quite as likely to be prejudicial to the interests of the officers being examined as to be favorable to them. The error on the subject appears to arise from the tendency to assimilate to too great an extent the examination of an officer's physical condition by a retiring or examining board to the procedure of criminal trials, whereas the procedures are essentially different. Retiring and examining boards are not bound by the strict limitations of the rules of evidence as applied in criminal procedure. While the Government may properly assume that its citizens are innocent until they have been proved guilty of an offense against the laws, it has never been assumed that all of its military officers are entitled to the privilege of retirement when disabled until the disability is shown to be an incident of the service. The question as to whether or not a disability is an incident of the service is one to be decided by an investigation which should be not *ex parte*, but impartial, and in which the board should avail itself of the testimony of the officer and of all other evidence obtainable. (*Par. III, Bul. 2, 1913—1996551, A. G. O.*)

272. Vaccination.—Vaccination being recognized as an effective means of preventing smallpox, all recruits upon enlistment and all soldiers upon reenlistment will be vaccinated. When the first vaccination of a recruit is noneffective, it will be repeated at the end of eight days.

All the personnel of a military command, station, or transport, including civilians connected therewith, will be vaccinated when in the opinion of the surgeon responsible for proper sanitation it is necessary as a means of protection against smallpox. Civilians refusing to be vaccinated when so directed by proper authority may be excluded from the military reservation or station.

Officers should be vaccinated at least once in a period of seven years. Troops under orders to perform over-sea journeys or field service will be inspected by a surgeon with respect to their protection against smallpox, and those who in the opinion of the surgeon require it will be vaccinated. (*Par. II, G. O. 30, 1914—2134798, A. G. O.*)

273. Typhoid immunization.—All persons entering the military service will be immunized against typhoid fever, under the direction of a medical officer, as soon as practicable after entrance. Exception may be made in the case of per-

sons over 45 years of age, and when the occurrence of a previous attack of typhoid fever or a complete course of immunization within three years is established to the satisfaction of the responsible medical officer.

Cadets at West Point will be immunized on entering the Academy.

Officers under 45 years of age will be reimmunized after five years, and enlisted men on the first reenlistment following the original administration. Except when directed by the War Department, only two complete courses of immunization will be required during service in the Army.

Reimmunization will consist of a series of three injections given exactly as in the first series.

Recruits will be immunized at places of enlistment, unless, because of special assignment or other reason, the men are not to remain at the station long enough to allow the completion of the course, in which event the immunization will be completed immediately after they join the organizations or stations to which they are assigned. On the descriptive and assignment card of every recruit or reenlisted man will be noted "Typhoid immunization completed ---- (date) ----" or "Typhoid immunization not administered," as the case may be. In the latter case, company and detachment commanders will see that the immunization is begun immediately after the men join the organizations or stations to which assigned. In every case in which immunization has been completed, the remark "Typhoid immunization completed, ----- (date) ----," will be entered on the soldier's descriptive list.

Civilian employees who are subject to field service of any kind, including those on transports and in the mine planter service, will be immunized as soon as employed. Officers under whom such employees are working will enforce this order.

The typhoid prophylactic to be used is manufactured exclusively at the Army Medical School, Washington, D. C., and detailed directions for its use are given in circulars from the Surgeon General's Office.

Records will be kept at the hospital of all officers, soldiers, and civilians in the military service who receive the anti-typhoid prophylactic, giving the dates of immunization. (*Par. I, G. O. 4, 1915—2240717, A. G. O., as amended by Par. IV, G. O. 23, 1915—2273630, A. G. O.*)

274. Physical examination of candidates for foreign service appointments under State Department.—Medical officers on duty as attending surgeons in cities and those on duty as surgeons of posts will make the physical examination, at their respective offices or posts, of such candidates for foreign service appointments under the Department of State as may report to them for such examination under proper authorization from that department. (*Par. I, G. O. 64, 1910—1643334, A. G. O.*)

275. Contracts of contract surgeons and acting dental surgeons.—Whenever a contract is entered into with a civilian physician or a dentist as contract surgeon or acting dental surgeon, or whenever such contract is annulled, notification of the fact will be forwarded at once directly to The Adjutant General of the Army by the officer taking the action. (*Par. I, G. O. 67, 1905—998896, M. S. O.*)

276. Dental surgeons and enlisted assistants.—Dental surgeons will hereafter be carried on the muster rolls, and their enlisted assistants on the muster rolls and returns of the hospital at their permanent stations. The enlisted assistant should, at all times, be at the disposal of the dental surgeon, whom he should accompany on a change of station, and his descriptive list should be kept in the possession of the post surgeon, to whom should be invoiced the articles of his personal equipment. Reports of change of status of the enlisted assistant of the dental surgeon should be made by the post surgeon. (*Cir. 33, 1905—1032119, M. S. O.*)

277. Material for treatment of dental injury.—When a dental injury, incurred in line of duty, is reported for treatment conformably to the provisions of paragraphs 1402 and 1403, Army Regulations, and the dental surgeon or acting dental surgeon has not on hand the material or equipment necessary to perform the work required, he will bring the case to the attention of higher authority for decision as to what further procedure shall be had. (*Par. V, G. O. 67, 1914—2203617, A. G. O.*)

HOSPITAL CORPS.

278. Equipment of men en route to Philippine Islands.—When enlisted men of the Hospital Corps are sent to the Recruit Depot, Fort McDowell, Cal., for transportation to the

Philippine Islands, their equipment will be limited to the necessary clothing, blankets, and hospital corps pouch, except in cases where commutation of rations is not drawn, when the haversack and mess kit will be included. (*Par. I, Cir. 6, 1907—1203450, M. S. O.*)

279. Transportation of public property with Hospital Corps men changing station.—In cases where the Army Regulations, general orders, and authorized manuals are silent on the subject and it is considered necessary to transfer with a member of the Hospital Corps changing station any articles of public property, the order directing the travel of the soldier should in each instance specify the articles of this character which the soldier should carry. (*Par. I, Cir. 56, 1905—1047815, M. S. O.*)

280. Instruction in equitation.—At all posts where there are Cavalry troops, or a Field Artillery headquarters detachment, or Infantry mounted scouts and mounted orderlies, the men of the Hospital Corps referred to in paragraph 1434, Army Regulations, will be reported to a troop or mounted detachment commander on one day of each week, as may be determined by the post commander, for one hour's instruction in equitation, the soldier to use his own equipment and to groom the troop or detachment horse after the drill. Hospital Corps men who have had one year's service or more in the Cavalry, or who have received instruction for one year in the manner herein prescribed, will be excused. (*Par. 2c, G. O. 169, 1911—1859002, A. G. O.*)

281. Horse equipments for mounted men.—The mounted men of the Hospital Corps referred to in paragraph 1434, Army Regulations, as "authorized to be mounted" include both the mounted privates who habitually attend medical officers on the march and such other members of the corps as are specifically authorized to be mounted, and the prescribed horse equipments, to be kept on hand by surgeons of posts, should be supplied by the Ordnance Department for the maximum number of men of the Hospital Corps authorized to be mounted. (*Par. 5, Cir. 52, 1905—1042741, M. S. O.*)

282. Care of horses and horse equipments.—Horses and horse equipments especially furnished for the use of enlisted men of the Hospital Corps will be cared for by such enlisted men. (*Par. 6, Cir. 92, 1909—1497924, A. G. O.*)

HOSPITAL BUILDINGS.

283. Use of concentrated lye in hospitals.—Paragraph 1182, Army Regulations, is construed as including the prohibition of the use of concentrated lye upon the floors and woodwork in modern hospitals, kitchens excepted. (*Par. 2, Cir. 52, 1905—1045793, M. S. O.*)

ARTICLE XXVIII.

ENGINEER DEPARTMENT.

284. Approval of plans for pipe or cable lines in navigable waters of United States.—In view of the provisions of section 10 of the river and harbor act approved March 3, 1899 (30 Stat., 1151), all plans for pipe or cable lines to be laid in navigable waters of the United States, under the direction of any agency of the War Department, will be submitted to The Adjutant General of the Army in order that the recommendation of the Chief of Engineers and approval of the Secretary of War may be secured prior to the commencement of the work. (*Sec. 2, Par. II, G. O. 56, 1915—2325189, A. G. O.*)

285. Settlement of transactions between appropriations.—1. The following provision of law appears in the Army appropriation act approved April 27, 1914:

Hereafter in the settlement of transactions between appropriations under the Engineer Department, or between the Engineer Department and another office or bureau of the War Department, or of any other executive department of the Government, payment therefor shall be made by the proper disbursing officer of the Corps of Engineers or of the office, bureau, or department concerned.

2. The Comptroller of the Treasury has ruled that under this provision all accounts of the character mentioned to which the Engineer Department is a party must be settled by check of the proper disbursing officer; also, that the checks must be drawn to the order of the head of the bureau to be credited, e. g., "Chief of Engineers, U. S. Army," "Quartermaster General, U. S. Army," "Paymaster General, U. S. Navy," "Public Printer," etc., and the proceeds of the checks deposited in the Treasury for credit to the proper appropriation account.

3. In settlements of this character, bills for amounts due appropriations of the Engineer Department, or due appropriations of another bureau of the War Department from the

Engineer Department, will be prepared by the proper office of the creditor bureau, in quadruplicate—one original and three copies—which will be plainly marked “Original,” “Duplicate,” “Triplicate,” or “Quadruplicate.” The original and duplicate are for the vouchers of the office which pays the account, the triplicate for the chief of the creditor bureau, and the quadruplicate for the files of the office submitting the bill. The original and duplicate will be presented by the local office of the creditor bureau, for certification and payment, to the office to which the supplies were furnished or the services rendered, where they will be vouchered and paid in the same manner as other bills, except that checks will be drawn to the order of the head of the creditor bureau as above indicated. If practicable, payment will be made by a check drawn on the Treasurer of the United States, which will be sent, with suitable reference to the bill paid, direct to the office which presented the bill, for transmission to the chief of the creditor bureau, accompanied by the triplicate of the bill, on which will be indicated the appropriation and allotment or other fund to be credited with the payment.

4. If payment can not be made by the office to which the bill is presented in the manner above indicated, the original bill will be completed by such office by certification as to receipt of supplies or rendition of services, and such other certificates as may be required by the debtor bureau before payment, and by statement of the appropriation and allotment or other fund, if known, chargeable with the account; the original bill, thus completed, with the duplicate, will then be returned to the office that presented the bill, which office will transmit them to the chief of the creditor bureau, together with the triplicate of the bill, the latter containing notation of the appropriation and allotment or other fund to be credited; the original bill and the duplicate will then be transmitted by the chief of the creditor bureau to the proper bureau for settlement. Bills against the Panama Canal, and other bills payable in Washington, which do not require certification by a local representative of the debtor bureau, will be sent direct to the chief of the creditor bureau, who will present them for payment.

5. In transactions of the character referred to above, bills against appropriations of the Engineer Department, or bills of the Engineer Department against another bureau of the

War Department, received by the chief of the debtor bureau, will be referred to the proper disbursing officer for payment. (*Par. I, G. O. 11, 1915—2212880, A. G. O.*)

286. Drawing instruments and materials.—1. The following articles, issued by the Engineer Department, are authorized:

For each post garrisoned by Cavalry, Field Artillery, or Infantry, to be accounted for by the post engineer officer:

Articles.	Number.	Unit price.
Board, drawing, 31 by 42 inches, with trestle.....	1	\$6.88
Chain, 100-foot, with pins.....	1	7.20
Instruments, drawing, office, set, consisting of:		
Bow divider, $3\frac{1}{2}$ -inch.....	1	1.25
Bow pen, $3\frac{1}{2}$ -inch.....	1	1.50
Bow pencil, $3\frac{1}{2}$ -inch.....	1	1.50
Box for leads.....	1	.15
Case, instrument.....	1	3.35
Compass, 6½-inch, with fixed needle point, pen, pencil, and lengthening bar.....	1	4.75
Curves, irregular.....	2	.45
Divider, hair spring, $5\frac{1}{2}$ -inch.....	1	2.25
Pen, railroad, 5-inch.....	1	2.80
Pens, ruling, $4\frac{1}{2}$, 5, and $5\frac{1}{2}$ -inch.....	3	3.50
Pen, swivel curve, $4\frac{1}{2}$ -inch.....	1	2.00
Protractor, semicircular, 4-inch.....	1	1.15
Triangle, 30° – 60°	1	.20
Triangle, 45°	1	.15
Level, engineer's.....	1	95.00
Protractor, G. S., semicircular, 8-inch, with case.....	1	10.50
Rod, level, Philadelphia.....	1	12.54
Scale, engineer's, 12-inch, with sheath.....	1	1.50
Straight edge, steel, 42-inch.....	1	3.13
T square, 42-inch.....	1	8.00
Tape, metallic, 50-foot.....	1	2.30
Transit.....	1	225.00
Triangle, 30° – 60° , 10-inch.....	1	.80
Triangle, 45° , 8-inch.....	1	.80
Tripod, level.....	1	9.00
Tripod, transit.....	1	9.00

For each garrisoned Coast Artillery fort, to be accounted for by the Coast Defense Artillery engineer:

Articles.	Number.	Unit price.
Chain, 100-foot, with pins.....	1	\$7.20
Level, engineer's.....	1	95.00
Rod, level, Philadelphia.....	1	12.54
Tape, metallic, 50-foot.....	1	2.30
Transit.....	1	225.00
Tripod, level.....	1	9.00
Tripod, transit.....	1	9.00

2. The following semiannual allowances of supplies will be issued by the Engineer Department, if required :

For each post garrisoned by Cavalry, Field Artillery, or Infantry :

Articles.	Number.	Unit price.
Book, level.....	1	\$0.35
Book, transit.....	1	.35
Cloth, tracing, 30-inch, 24-yard roll.....	1	7.00
Erasers, rubber, ink.....	2	.05
Erasers, rubber, pencil.....	4	.06
Ink, drawing, black, bottles.....	3	.19
Ink, drawing, blue, bottles.....	1	.19
Ink, drawing, brown, bottles.....	1	.19
Ink, drawing, carmine, bottles.....	1	.19
Pad, pencil pointing.....	1	.08
Paper, drawing, 30-inch, 30-yard roll.....	1	2.52
Paste, library, jar.....	1	.22
Pencils, drawing, H.....	4	.08
Pencils, drawing, 3H.....	4	.08
Pencils, drawing, 5H.....	4	.08
Pens, crow quill, dozen, with holder, card.....	1	.32
Pens, mapping, dozen, with holder, card.....	1	.32
Tape, adhesive, rolls.....	2	.02
Thumb tacks, dozen.....	1	.36

For each garrisoned Coast Artillery fort :

Articles.	Number.	Unit price.
Book, level.....	1	\$0.35
Book, transit.....	1	.35

For each set of reconnaissance equipment, old model :

Articles.	Number.	Unit price.
Book, note, field.....	1	\$0.20
Erasers, rubber, pencil.....	2	.06
Paper, sketching case, 20-yard rolls.....	2	.45
Pencils, colored, blue.....	2	.08
Pencils, colored, green.....	2	.08
Pencils, colored, red.....	2	.08
Pencils, drawing, H.....	6	.08
Tape, adhesive, rolls.....	2	.02

For each set of reconnaissance equipment, new model :

Articles.	Number.	Unit price.
Celluloid, sheets.....	12	\$0.10
Erasers, rubber, pencil.....	2	.06
Pads, timing.....	6	.20
Paper, sketching, gross.....	$\frac{1}{2}$	3.00
Pencils, colored, blue.....	2	.08
Pencils, colored, green.....	2	.08
Pencils, colored, red.....	2	.08
Pencils, drawing, H.....	6	.08
Protectors, pencil point.....	2	.05
Tape, adhesive, rolls.....	2	.02

3. The foregoing allowances are for future issues; instruments and supplies now on hand will be used as far as practicable, even though they differ from those now prescribed. (*Par. I, G. O. 2, 1915—2014526 A, A. G. O.*)

287. Harbor charts; actual existence of, to be certified.—Hereafter each return of Engineer property rendered by a coast defense Artillery engineer will bear the certificate of that officer that he has established by personal examination once in the accounting period the actual existence of all harbor charts and of all other confidential maps, charts, and diagrams accounted for on the return. (*Par. III, G. O. 32, 1913—1977596, A. G. O.*)

288. Surveying and other delicate instruments—Packing and shipping.—The following instructions for packing and shipping surveying and other delicate instruments belonging to the Engineer Department will be strictly observed by all persons charged with the shipment of such instruments:

They should always be transported in the special cases provided for them. These cases are provided for carrying purposes and not for shipping and should therefore be inclosed in a box for shipment. Such instruments always come into rigid contact with some part of their special cases and a cushion of elastic material should be placed on all sides between the case and the shipping box to prevent the direct transmission of shocks to the instrument from rough or careless handling in transit. As an additional precaution against injury, particularly from loose parts, the instrument case should be filled with soft, dustless material.

PACKING BOXES.

Packing boxes should be made of light, sound lumber, securely and rigidly put together. Half-inch boards for the top, sides, and bottom and one inch for the ends are generally sufficient for single instruments. For more than one instrument or for large instruments one-inch lumber should be used.

They should be made at least 2 inches and preferably 4 inches larger in all dimensions, inside measurements, than the instrument case, to provide a one or two inch space all around for a cushion of packing material.

Transits, levels, and other delicate instruments will be less liable to injury if the packing box is provided with a carrying strap or rope to facilitate gentle handling in transit.

PACKING MATERIAL.

Excelsior, straw, hay, cotton waste, or any other material that produces or contains dust, chaff, lint, or litter will under no circumstances be used as packing material inside of instrument cases since the dust, etc., gets into the crevices, telescopes, and delicate parts of the instrument and necessitates a thorough and minute cleaning of the instrument before it can be used. Such materials may be used for packing the instrument case in the shipping box, but when so used the instrument case should have a double wrapping of paper to prevent dust entering the case through cracks around the door or lid.

For packing an instrument in its case there should be used only soft, tough tissue paper, or similar material, crushed in the hand into pads and stuffed gently around the instrument so as to form a complete, firm cushion on all sides, great care being taken to avoid injury to delicate parts.

GENERAL RULES.

Before packing the instrument the case will be carefully examined to determine whether it is in sufficiently good condition for the safe transportation of the instrument, particular attention being given to the door or lid, the receptacles for detached parts, and the base or seat upon which the instrument rests. When repairs are required to the case they will, if possible, be made before shipment to the extent necessary for the safe transportation of the instrument, and when such

repairs are impracticable the following precautions will be taken: Loose or broken doors or lids will be firmly secured in place by lashing, but without the use of tacks, nails, or screws. Detached parts for which the receptacles are broken or for which none is provided will be so secured in the case as to absolutely forbid their getting loose, and when this can not be done with certainty they will be shipped separately. If the seat upon which the instrument rests and that part of the lid that rests upon the instrument have lost any of their padding, it will be replaced by a thin pad of soft cloth or blotting paper secured so as to remain in position in transit.

Place the instrument in the case in such manner that it rests in the seat provided for it, that the lid or door closes without difficulty, and that the instrument touches the case or lid only at such points as are provided for supporting or steadying it. Place the detached parts in their receptacles and adjust the stops to hold them securely in place. Stuff the case with soft tissue paper, as above described, and close and lock it, attaching the key to the handle, strap, or other fixture on the case. Wrap separately in two thicknesses of paper to prevent dust, etc., entering the case and pack with hay, excelsior, or any other elastic material, in a suitable box.

THEODOLITES AND TRANSITS.

Theodolites and transits, especially such as have vertical limbs (arcs or circles), are by reason of their construction most difficult to pack and most liable to injury in transit, particularly if not carefully packed. Especial care will therefore be exercised in preparing them for shipment, following these rules:

Examine the baseboard and its attached screw plate to see that they are in good order and will hold the instrument securely in place. Screw the instrument firmly upon the screw plate, lift the compass needle from its pivot, adjust leveling screws to approximate evenness, place in case and shift the instrument until it fits easily and the door can be closed without making contact between the instrument and the case at any point excepting where such contact is intended. Screw up all clamp screws so as to hold all parts of the instrument firmly in position, using judgment and avoiding force. Place the detached parts in their receptacles, seeing that none is omitted, and secure them carefully. Much damage fre-

quently results from a plumb bob or other accessory becoming loose in the case in transit. Crumple soft paper into pads and stuff them gently all around the instrument, taking care not to wrench, twist, or break any of the delicate attachments. Construct thus a perfect cushion, filling the case and permitting the door to close with light pressure. Close the door, secure and lock it, and attach the key to the outside of the case.

TRIPODS.

Tripods should be boxed or crated, as they are liable to damage in transit unless protected by a rigid case. The box or crate must be long enough to provide for a pad of packing material at each end for the protection of the head and shoes. The tripod cap should be firmly screwed in place, and if it is missing the screw threads should be fully protected by other means.

SHIPPING DIRECTIONS.

Packages should be marked "Delicate Instruments, Handle with Care," and shipments should be made by express and not by ordinary freight.

Shipments of instruments from one military post or station to another or between posts and department headquarters, or between military headquarters or posts and engineer depots, will be turned over to the Quartermaster Corps with request for transportation by express.

Shipments made from engineer depots to officers who have charge of public works and who have funds at their disposal, or from such officers to engineer depots, will be made on Engineer Department bill of lading (Forms 34 and 34a) at the charge of the appropriations for such works. (*G. O. 14, 1905—969423, M. S. O.*)

ARTICLE XXIX.

ORDNANCE DEPARTMENT.

289. Property accountability, coast defenses.—1. For the purpose of accountability the ordnance property for which coast defense ordnance officers are accountable will be divided into two divisions, viz:

First Division.—This will include all seacoast guns and mortars, their carriages, spare parts, implements, and equipments; subcaliber guns and their fittings; range-finding instruments; articles for mechanical maneuvers; machines and tools for permanent use at posts; drawing instruments; and all other stores in which transactions affecting the accountability therefor rarely occur.

Second Division.—This will include all other articles of ordnance property for which coast defense ordnance officers are accountable, and which are not included in the First Division. All property of the Second Division will be accounted for on semiannual returns made on Form No. 18—Cover-B, and Form No. 18 (using such copies with blank or printed headings as may be required), in accordance with the instructions printed on the back of Form No. 18—Cover-B.

An article will not be considered as included in both divisions.

2. The articles embraced in the First Division will be accounted for on a triplicate system of record cards (Form No. 17-A), one set of which will be kept in the office of the Chief of Ordnance and the other two sets in the office of the coast defense ordnance officer. When necessary, in carrying out the requirements of paragraph 13 of this bulletin, one of these sets will be transmitted to the Chief of Ordnance and the other will be retained by the coast defense ordnance officer. Upon receipt back from the office of the Chief of Ordnance of the duplicate set, if any changes have been made therein, the triplicate set of cards will at once be made to agree therewith. Each card will give the name of an article, its classification, and the various quantities on hand at different times, as shown by the transactions recorded on the card. No debit or

credit entries will be made on the cards, as any alterations in the quantities on hand will be explained by reference to the voucher authorizing the change of accountability. In describing the articles on the card, the distinctive noun should be given first on the line headed "Article," followed by proper description, according to the nomenclature or description given in the ordnance price lists or pamphlets.

3. All vouchers which cover property pertaining exclusively to the First Division will be numbered in sequence, from 1 on continuously, irrespective as to whether they cover receipt or disposition of property, and the words "1st Div." will be placed right after the voucher number on such vouchers, so as to distinguish them from vouchers pertaining to the other return.

4. To provide a record of the last serial number used and the next number available, and to prevent duplicating numbers, and also to provide for reference purposes, etc., a description of each voucher, a continuous register or record of the vouchers pertaining exclusively to the First Division return, will be kept on Form No. 17-B and Form No. 17-B-1, in accordance with the instructions printed on the back of Form No. 17-B.

The form below illustrates the method to be followed in making the entries on this register.

FORM NO. 17-B.

(Approved by the Sec. of War March 18, 1914.)

Register of vouchers pertaining exclusively to the return of the First Division ordnance property.

Serial number of voucher.	Date of voucher.	Received from or issued to—	Description of property covered by voucher.
	1914.		
1	July 3	To C. O., Watervliet Arsenal.	2 3" guns, mod. of 1903.
2	July 11	From C. O., New York Arsenal.	Hydraulic jacks.
3	July 31	From C. O., Watervliet Arsenal.	2 3" guns, mod. of 1903.

5. When a voucher covers transactions pertaining to both forms of returns it will be considered as pertaining to the return of the Second Division property, but the words "1st Div." will be written or stamped on such vouchers opposite

the names of the several articles which are accounted for on the record cards. A change in accountability on a card authorized by a voucher pertaining to the return of the Second Division property will be indicated by giving its proper number with the notation "2d Div." beneath it, as $\frac{26}{2d \text{ Div.}}$

The form below illustrates the method to be followed in preparing the record cards.

FORM No. 17-A.

(Approved by the Sec. of War March 18, 1914.)

S. A. R., 1st Div. C. D. of Narragansett Bay.

Class 1. Section 2.

Article:

Guns, 3-inch, 15 pdr., model of 1903.

Date.			Voucher No.	Quantity.	Initials of correctness.	Remarks.
7	1	14	On hand	2	J. D.	1 uns. O. K.
10	2	14	20	0	J. D.	
12	3	14	26	2	J. D.	
6	2	15	80	3	J. D.	
			2 D.			

6. When a transaction occurs in any article accounted for by a record card, proper entries will at once be made and initialed to cover the transaction on each of the two copies of the card, in the duplicate and triplicate sets on file in the office of the coast defense ordnance officer, and one of these copies of the card, accompanied by the voucher, then promptly transmitted, without letter, to the ordnance office. If the voucher pertains to both forms of return it will, nevertheless, be transmitted. When this record card has been audited, the corresponding card covering accountability for the same article on file in the office of the Chief of Ordnance will be returned to the accountable officer, together with the voucher if it pertains to the return of the Second Division property. On receipt of this card by the accountable officer he is required to continue the record on it, so that it will agree with the copy previously transmitted and placed in the set on file in the ordnance office, and then file it in the duplicate set retained in his office.

7. At the close of each semiannual period (June 30 and December 31) the accountable officer will furnish a certificate, made on Form No. 17-C, which constitutes the semiannual return of First Division property, on which he will relate the quantities of the articles in which transactions have occurred during the period and state that for the remaining articles the accountability is the same as at the close of the preceding accounting period. The form below illustrates the method to be followed in executing these semiannual return certificates:

FORM NO. 17-C.

(Approved by the Sec. of War March 18, 1914.)

SEMIANNUAL RETURN—FIRST DIVISION.

COAST DEFENSES OF NARRAGANSETT BAY,
December 31, 1914.

I certify that the quantities of the articles of ordnance property pertaining to the First Division of the semiannual return were the same at the close of the last semiannual accounting period as they were at the close of the preceding semiannual accounting period, except in the case of the following articles of ordnance property in which transactions have occurred during the semiannual period, and that the return covers the actual quantities of each of the different articles at the end of the period for which it is rendered, viz:

Class I. Section 4.

- 0 Guns, 1-pdr., subcaliber for 12'' rifles, models of 1888 and 1895.
2 Wrenches, securing screw, for 1-pdr. subcaliber gun, model of 1900.

Class I. Section 8.

- 4 Pans, drip, model B.

* * * * *

JOHN DOE,
Capt., Coast Arty. Corps, U. S. A.,
Coast Defense Ord. Officer.

JANUARY 2, 1915.

8. The various certificates, record cards, and vouchers pertaining exclusively to the semiannual return, First Division, will be filed in the office of the ordnance officer of each of the coast defenses, so as to provide for their safety and accessibility at all times. The record cards will be filed in suitable drawers, in which they will be arranged according to their classes and sections, and the cards in each section placed in alphabetical order.

9. When the transactions in any article of ordnance property pertaining to the First Division of the return exhausts the quantity previously on hand, the appropriate record card is no longer considered a live card, and will be filed in a separate drawer, wherein such inactive cards will be arranged according to their classification. If a transaction subsequently occurs in this article, the same card will be again filed with the live cards and the record continued thereon.

10. When the records of transactions occupy all available space on both sides of a card, an additional card will be employed, and reference will be made on this card showing that the records thereon are a continuation of those on a previous card. For the purpose of accountability these two cards, and any additional cards that may be found necessary for a continuation of the record, will be considered as one card.

11. When a coast defense ordnance officer is succeeded in that capacity by another, the transfer of accountability for the property embraced in the Second Division will be made after the manner prescribed in Circular No. 3, Office of the Chief of Ordnance, 1913, and to cover the transfer of the accountability for the property embraced in the First Division the transferring officer will transmit to the Chief of Ordnance the duplicate set of record cards on file in his office, accompanied by proper certificates executed on Form No. 17-D in accordance with the instructions printed thereon. The form below will illustrate the method to be followed in executing the certificates on Form No. 17-D.

FORM No. 17-D.

(Approved by the Sec. of War March 18, 1914.)

I certify that all the ordnance and ordnance stores shown on hand by the record cards transmitted herewith have this 10th day of October, 1914, been transferred by me to Captain John Doe, Coast Artillery Corps.

FRANK SMITH,
1st Lieut., Coast Art. Corps, U. S. A.

(Number of cards 1,000.)

I certify that all the ordnance and ordnance stores shown on hand by the record cards transmitted herewith have been received by me from Lieut. Frank Smith, Coast Artillery Corps, on this 10th day of October, 1914.

JOHN DOE,
*Capt., Coast Art. Corps, U. S. A.,
Coast Defense Ord. Officer.*

(Number of cards, 1,000.)

These certificates will be prepared in duplicate and one set will be filed in the office of the ordnance officer of the coast defenses where the property is located. Each certificate will state the number of accompanying record cards.

12. When the record cards, accompanied by the preceding certificates, shall have been received by the Chief of Ordnance, they will be compared with the record cards in the ordnance office, and in case they agree the outgoing officer will be relieved from further accountability for the property, and the duplicate set of record cards will be transmitted to the incoming officer, who, upon receipt of this duplicate set of cards, will at once have the same compared with the triplicate set of these cards on file in his office to see that these two sets of the cards agree in all respects. The next semiannual certificate return covering the property embraced in the First Division rendered by the incoming officer will be modified in part to read as follows:

I certify that the quantities of the articles of ordnance property pertaining to the First Division of the semiannual return were the same at the close of the last semiannual period as they were when the property was transferred to me.

* * * * *

13. When it is desired to transfer accountability for any articles of ordnance property from one form of semiannual return to the other, a letter will be addressed to the Chief of Ordnance by the coast defense ordnance officer, describing the quantities and kinds of articles and the forms of return from which and to which it is desired to transfer the accountability. In case the application meets with the approval of the Chief of Ordnance, a copy of the communication and of the approval will constitute a voucher for the purpose of making the desired transfer. (*Bul. 13, 1914—2133677, A. G. O.*)

290. Electric circuits on seacoast gun carriages.—1. All electric circuits to be used hereafter on seacoast gun carriages for different purposes are divided into three kinds, viz, power, illumination, and firing.

2. Depending upon their object or character, these three kinds of circuits are divided into classes, as follows, viz:

Power circuits: Class I. Retracting motor. Class II. Retracting and elevating motor. Class III. Traversing motor. Class IV. Projectile-hoisting motor.

Illuminating circuits: Class I. Containing 16, 8, and 2 candlepower lamps. Class II. Containing 16 and 8 candle-

power lamps. Class III. Containing 16 and 2 candlepower lamps.

Firing circuits: Class I. Independent metallic circuit for each carriage containing firing pistol and safety-firing switch; current obtained from dry-cell battery or equivalent. Class II. Independent metallic circuit for each carriage containing a firing pistol; current obtained from dry-cell battery or equivalent. Class III. Metallic circuit containing four mortars in parallel; current obtained from hand-operated magneto-generator. Class IV. Independent metallic circuit containing firing pistol, extending from motor-generator installed in emplacement to carriage.

POWER CIRCUITS.

CLASS I.

3. In power circuits of this class all parts of the circuit up to the ordnance terminal box are furnished, installed, and maintained by the Engineer Department. All other parts of these circuits, including ordnance terminal box in the counterweight well, motor, etc., are furnished, installed, and maintained by the Ordnance Department. Two sizes of motors are used: (*a*) Rated at 4 horsepower, having a speed of about 625 revolutions per minute, but capable of developing 8 horsepower, requiring about 6 kilowatts during short intervals; (*b*) rated at 7.5 horsepower, having a speed of 1,000 revolutions per minute, but capable of developing 15 horsepower, requiring about 12 kilowatts during short intervals.

4. Power circuits of Class I have been applied to the following carriages in service, viz: Using motor (*a*): 10-inch disappearing carriages, L. F., model of 1894-Mr; 10-inch disappearing carriages, L. F., model of 1896; 10-inch disappearing carriages, model of 1901, Nos. 1, 4, 5, 6, 7, 8, 13, and all after; 12-inch disappearing carriages, L. F., model of 1896; 12-inch disappearing carriages, L. F., model of 1897, Nos. 1, 2, 3, 4, 5, 6, 7, 8, 10, 12, 13, 14, 15, 18, 19, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 35; 12-inch disappearing carriages, L. F., model of 1901, Nos. 2, 7, 8, 9, 11, and all after.

Using motor (*b*): 14-inch disappearing carriages, L. F., model of 1907.

5. It is intended to equip the 10-inch disappearing carriages, A. R. F., model of 1896, with the motor (*a*), and 14-inch disappearing carriages, L. F., model of 1907-Mr, with the motor (*b*).

CLASSES II AND III.

6. For power circuits of these two classes, which are always associated, the Ordnance Department furnishes and maintains a switchboard and motor-generator set. The Engineer Department installs the switchboard and motor-generator set, and furnishes, installs, and maintains all parts of the circuits up to the ordnance terminal box, including the connections between the emplacement mains and the Ordnance Department switchboard. All other parts of these circuits, including ordnance terminal box, motors, etc., are furnished, installed, and maintained by the Ordnance Department. The motors used in Class II and Class III circuits are rated at 4 horsepower, but are capable of developing 8 horsepower during short periods, and have speeds of about 625 and 565 revolutions per minute, respectively.

7. Power circuits of Classes II and III have been applied to the following carriages in service, viz: 10-inch disappearing carriages, L. F., model of 1901, Nos. 2, 3, 9, 10, 11 and 12; 12-inch disappearing carriages, L. F., model of 1897, Nos. 9, 11, 16, 17, 20, and 23; 12-inch disappearing carriages, L. F., model of 1901, Nos. 1, 3, 4, 5, 6, and 10.

CLASS IV.

8. The details of this class of circuits have not been completed; when completed, information with regard to them will be issued.

ILLUMINATION CIRCUITS.

CLASS I.

9. Illuminating circuits of this class will contain three or four 16-candlepower lamps, three, four, or six 8-candlepower, and two 2-candlepower incandescent lamps. The 16-candlepower lamps are either 110 volts, requiring .5 ampere or 220 volts, requiring .25 ampere, depending upon the voltage of the current supplied from the emplacement mains, and are always connected in multiple. The 8-candlepower lamps are of either 74 volts, requiring .5 ampere, or 110 volts, requiring .25 ampere, depending upon the voltage of the current supplied from the emplacement mains, and are connected in multiple or series multiple. The 2-candlepower lamps are 110 volts, requiring .1 ampere, and are connected in multiple or

series multiple, depending upon the voltage of the current supplied from the emplacement mains.

10. All wiring up to the ordnance terminal box will be furnished, installed, and maintained by the Engineer Department. The remainder of the circuits will be furnished, installed, and maintained by the Ordnance Department, except one 16-candlepower portable lamp, cable, and plug box, which are also furnished by the Engineer Department, but will be installed by the Ordnance Department.

11. Illuminating circuits of Class I have been provided for the following carriages, viz: 6-inch disappearing carriages, L. F., model of 1903; 6-inch disappearing carriages, L. F., model of 1905; 6-inch disappearing carriages, L. F., model of 1905-M_I; 6-inch disappearing carriages, L. F., model of 1905-M_{II}; 10-inch disappearing carriages, L. F., model of 1894-M_I; 10-inch disappearing carriages, L. F., model of 1896; 10-inch disappearing carriages, L. F., model of 1901; 12-inch disappearing carriages, L. F., model of 1896; 12-inch disappearing carriages, L. F., model of 1897; 12-inch disappearing carriages, L. F., model of 1901; 14-inch disappearing carriages, L. F., model of 1907-M_I. Illuminating circuits of Class I will be provided for 8-inch disappearing carriages, L. F., models of 1894 and 1896.

CLASS II.

12. Illuminating circuits of this class will generally contain one 16-candlepower and two 8-candlepower lamps of the same kind as is used in illuminating circuits of Class I.

13. All wiring up to the plug boxes on the base ring installed by the Ordnance Department will be furnished, installed, and maintained by the Engineer Department; all the remaining wiring will be furnished, installed, and maintained by the Ordnance Department. The engineer ducts will terminate in the annular space beneath the cover plates; the cables will be drawn by the Engineer Department through the holes in the base ring drilled by the Ordnance Department for the purpose or under the base ring, as may be required by the location of the plug boxes.

14. Illuminating circuits of Class II will be applied to all 12-inch mortar carriages, model of 1896-M_I; 12-inch mortar carriages, model of 1896-M_{II}; 12-inch mortar carriages, model of 1896-M_{III}; and 12-inch mortar carriages, model of 1908.

CLASS III.

15. Illuminating circuits of this class will generally contain from three to six miniature incandescent lamps. The 5-inch barbette carriages, model of 1903, and the 6-inch barbette carriages, model of 1900, have lighting circuits consisting of 2-candlepower, 4.5 to 5 volt lamps, connected to sights, the current being provided by dry cells. A rheostat is provided on each battery box for regulating the voltage. The 4.7-inch Armstrong carriages, 5-inch barbette carriages, model of 1896, and 6-inch Armstrong carriages are provided with illuminating circuits for the night sight lamps. Two miniature lamps are provided for each night sight, the current being supplied by a battery of dry cells. Each lamp is approximately 2 candlepower and requires about 4.5 volts. A rheostat is provided on the battery box of each lamp circuit. Similar illuminating circuits are provided for the 15-pounder barbette carriages, model of 1902. Six-inch barbette carriages, model of 1910, are provided with illuminating circuits of 2-candlepower incandescent lamps and a 16-candlepower portable lamp. Fifteen-pounder barbette carriages, model of 1903, are provided with illuminating circuits of 2-candlepower incandescent lamps only. For carriages installed in emplacements where the voltage of the mains is 110, 2-candlepower lamps having a voltage of about 110 and an amperage of about 0.1 will be furnished. For carriages installed in emplacements where the voltage of the mains is 220, 74 or 110 volt lamps in multiple or series multiple will be furnished. For connecting the emplacement mains with the wiring on the carriages, the Engineer Department will furnish, install, and maintain the necessary wiring, the carriage ends of which will terminate as shown on the drawings of each carriage.

16. Illuminating circuits of the class provided for the 6-inch barbette carriages, model of 1910, will also be provided, as rapidly as funds for the purpose will permit, for 4.7-inch Armstrong carriages; 5-inch barbette carriages, model of 1896; 5-inch barbette carriages, model of 1903; 6-inch Armstrong carriages; 6-inch barbette carriages, model of 1900. Illuminating circuits of the class provided for the 15-pounder barbette carriages, model of 1903, will also be provided, as rapidly as

funds for the purpose will permit, for 15-pounder barbette carriages, model of 1898—MI, and 15-pounder barbette carriages, model of 1902.

FIRING CIRCUITS.

CLASSES I AND II.

17. Firing circuits of these classes will be furnished, installed, and maintained by the Ordnance Department.

CLASS III.

18. In firing circuits of Class III (mortar carriages) all parts of the circuit up to the plug box on the base ring of the mortar carriage will be furnished, installed, and maintained by the Engineer Department. All other parts of the circuit, including the plug box, magneto generator, conductors on the carriages, etc., will be furnished, installed, and maintained by the Ordnance Department.

19. Firing circuits of Class III will be applied to all 12-inch mortar carriages, models of 1896—MI, MII, MIII, and 1908, when funds are available therefor.

CLASS IV.

20. For firing circuits of this class, the Ordnance Department furnishes and maintains a motor generator. The Engineer Department installs the motor generator, furnishes, installs, and maintains all parts of the circuit to a point inside the pedestal of the carriage as shown on the emplacement drawings, and makes the connections of the motor generator with the emplacement mains and the circuit on the carriage. All other parts of the circuit are furnished, installed, and maintained by the Ordnance Department.

21. Firing circuits of Class IV will be applied to the 6-inch barbette carriage, model of 1910.

ORDNANCE TERMINAL BOXES.

22. A terminal box for each disappearing carriage will be furnished and assembled by the Ordnance Department in a niche to be made by the Engineer Department in the counterweight well. This niche should be in the rear wall of the

counterweight well within 15° of the diameter bisecting the angle of the field of fire, except for the 14-inch disappearing carriage. For this carriage the niche will be 15° or 75° to the right of the diameter; the 75° recess to be used if the left flank emplacement causes interference between the conduit from the ordnance terminal box and the pit ladder. For all 10-inch, 12-inch, and 14-inch disappearing carriages, except the 10-inch disappearing carriages, L. F., model of 1894-MI, the niche should be 28 inches high, measured from the surface on which the base ring rests, 12 inches deep, and 14 inches wide. The niche for the 10-inch disappearing carriage, L. F., model of 1894-MI, will be shown on the drawings of the emplacement for that carriage. This carriage, owing to its construction, differs from the other disappearing carriages in that it has two terminal boxes. One terminal box is secured to the transom of the carriage and consequently moves with it when the carriage is being traversed. The other terminal box is located in the pit made by the Engineer Department at the rear and underneath the flange of the base ring to which the foundation bolts are attached. The cover for this pit is furnished by the Ordnance Department. The center line of conduit laid by the Engineer Department for conductors to the terminal boxes for 10-inch and 12-inch disappearing carriages should enter the niches not less than 8 nor more than 16.5 inches below the surface on which the base ring rests; for the 6-inch disappearing carriage, L. F., model of 1905-MI, and 14-inch, model of 1907-MI, not less than 6 nor more than 11.5 inches below the surface on which the base ring rests; for the 14-inch, model of 1907, not less than 6 nor more than 18 inches below the surface referred to above. For 6-inch disappearing carriages, models of 1903, 1905, and 1905-MI, the niche should be 26 inches high, measured from the surface on which the base ring rests, 12 inches wide and 8 inches deep; and of the same dimensions but 9.5 inches deep for 6-inch disappearing carriages, model of 1898, and 13.5 inches deep for 8-inch disappearing carriages, model of 1896. The center line of conduit laid by the Engineer Department for conductors to terminal boxes for 6-inch and 8-inch disappearing carriages should enter the niche not less than 8 nor more than 16 inches below the surface on which the base ring rests.

23. The cables laid into the counterweight wells by the Engineer Department shall enter the ordnance terminal box

on either side but not both sides of the same box and shall be connected thereto by an approved form of water-tight connection.

24. A vertical groove starting in the bottom wall on the center line of the niche, 5 inches wide, 6 inches deep, and about 5 feet long, will be made by the Engineer Department in the wall of the counterweight well of each 10-inch, 12-inch and 14-inch disappearing carriage, except the 10-inch disappearing carriage, L. F., model of 1894—MI. A similar groove 3 inches wide, 3.75 inches deep for 6-inch models of 1905, 1905—MI, and 1905—MII, and of 14-inch, model of 1907—MI, 4 inches deep for 6-inch model of 1903, 5.25 inches deep for 6-inch model of 1898, and 9.25 inches deep for 8-inch model of 1896, and about 4 feet long, will be made by the Engineer Department in the wall of the counterweight well of the carriages enumerated above. These grooves are to contain flexible metallic tubing 1, 2, and 3 inches in diameter, respectively. Near the lower end of each groove the Engineer Department will provide two holes for expansion bolts for securing the conduit.

TERMINATION OF CONDUITS AND CONDUCTORS AT CARRIAGES.

25. The end of each conductor led to and terminating at a carriage will be plainly tagged for convenient identification, and not less than 18 inches of extra length left for connections. The end of each lead-covered cable will be left hermetically sealed unless it is to be immediately connected to a terminal box or other carriage wiring.

26. For 12-inch mortar carriages, models of 1896—MI, MII, MIII, and 1908, the conduits for conductors should enter the annular space outside the racer 6 inches below the level of the floor of the pit.

27. The carriage ends of conduits for conductors of illuminating circuits of Class III (barbette carriages for rapid-fire guns of 6-inch and less in caliber) should terminate with reference to the diameter through the front foundation bolt as follows, viz:

28. Fifteen-pounder barbette carriages, model of 1903, on radius 90° to right or left of radius joining foundation-bolt circle center with front bolt, and 10 inches from center of bolt circle.

29. Five-inch barbette carriage, model of 1903, at any one of the four points of intersection of the circumference of a circle 30 inches in diameter and having its center coincident with that of the foundation-bolt circle and the two diameters 45° on either side of the diameter through the front foundation bolt, and should be carried under the base ring to the plug boxes if so required by their location.

30. Six-inch barbette carriage, model of 1900, at any one of the four points of intersection of the circumference of a circle 40 inches in diameter and having its center coincident with that of the foundation-bolt circle, and the two diameters 45° on either side of the diameter through the front foundation bolt.

31. The terminal points of conduits for other barbette carriages will be furnished when they shall have been determined.

CARRIAGES IN SERVICE EQUIPPED WITH EXPERIMENTAL POWER CIRCUITS.

32. Twelve-inch disappearing carriages, L. F., model of 1897, Nos. 9, 11, 12, 16, 17, 19, 20, and 23, are equipped with experimental electrical power systems, which it is intended to continue in use as long as each is serviceable. Should it become necessary to replace any of these experimental power systems the carriages will be provided with power circuits of Class I.

33. The details of the several circuits will be determined by the Chief of Ordnance and the Chief of Engineers.

34. Where a complete and effective system of wiring has already been installed on seacoast carriages, no change will be made until the need for extensive repairs justifies replacement. (*G. O. 1, 1913—1987146, A. G. O., as amended by Par. III, G. O. 68, 1913—1987146 A, A. G. O.*)

291. Drawing instruments and materials issued to Coast Artillery.—The following drawing instruments will be issued by the Ordnance Department to each garrisoned Coast Artillery fort having guns of 6-inch or greater caliber: One beam compass, No. 770, with case; 1 beam compass bar, 30-inch, wood; 1 beam compass bar, 70-inch, wood; 1 dividers, proportional, No. 437, and case; 1 protractor, steel, No. 1253; 3 splines, xylonite, 36-inch, No. 1835; 8 spline weights, No. 2186; 1 straightedge, xylonite lined, maple, No. 1886, 30-inch; 1 straightedge, metal, No. 2020, 60-inch; 1 Arkansas oil stone,

No. 2720; 1 hardwood chest for drawing material; 1 map measure, 5-inch, No. 1692.

The following instruments will be issued, in addition to those mentioned above, to every fort garrisoned by not more than two companies of Coast Artillery, and for each two companies in addition thereto: One set of drawing instruments, Key brand, No. 897, with case; 1 drawing board, 33 inches by 55 inches, or larger; 1 pair trestles, adjustable, pine, No. 2551-3; 1 set (10) irregular curves, xylonite, assorted; 3 horn centers, plain, No. 2690; 1 pen, detail, 6-inch, No. 558-2; 1 reading glass, 3-inch, No. 6970; 1 scale, architect, 12-inch, No. 1621; 1 scale, engineer, 12-inch, No. 1641; 1 tee square, xylonite, 36-inch, No. 1887; 1 triangle, xylonite, 30° by 60°, No. 1855, 6-inch; 1 triangle, xylonite, 30° by 60°, No. 1855, 12-inch; 1 triangle, xylonite, 45°, No. 1856, 6-inch; 1 triangle, xylonite, 45°, No. 1856, 12-inch; 1 tin box, japanned, No. 2954, with water colors, No. 2920; full pans, Nos. 8, 10, 14, 21, 31, 33, 43, 44, 45, 47, and 101. (Colors to be renewed as required.) Six brushes, camel's hair, 1-6, No. 3132; 1 nest, 4 cabinet saucers, No. 3166.

In addition to the foregoing the following will be issued to each coast defense ordnance officer: One frame, blue print, 30 inches by 42 inches, complete, No. 244; 1 tray, bath, 30 inches by 42 inches, No. 248; 2 tin tubes for 10-yard roll of blue-print paper, 30 inches wide, No. 219; 1 pantograph, wood, No. 1143.

The following annual allowance of materials for each two companies will be issued if required: Two rolls, 10 yards, Anvil drawing paper, mounted, 62 inches wide, No. 105; 2 rolls, 10 yards, Duplex drawing paper, not mounted, 42 inches wide, No. 50; 2 rolls, 24 yards each, tracing linen, 42 inches wide, No. 150; 1 roll, 5 yards, cross-section paper, drawing, ruled, unmounted, 10 by 10, 20 inches wide, orange; 1 roll, 5 yards, brown print paper, 42 inches wide; 1 roll, 50 yards, Simplex detail paper, 42 inches wide; 1 quire Coordinate paper (10.75 by 15.75), No. 337 L; 6 bottles indelible colored ink (Higgins'), blue, brown, green, carmine, yellow, and scarlet, with tray; 12 bottles waterproof drawing ink (Higgins'), black, indelible, No. 2969; 1 box leads for instruments, 2H and 6H, No. 3385; 3 dozen drawing pencils, 3H, 4H, 6H, Kohinor, No. 3380; 2 pencil pointers, No. 3505; 5 dozen thumb tacks, No. 2678; 1 dozen detail pencils, No. 3 (No. 3348); 2 pencils, yellow, No. 3375-2; 1 dozen Gillott's pens,

No. 303; 1 dozen Gillott's pens, No. 404; 1 dozen drawing and lettering pens, No. 3203; 1 dozen mapping pens, Gillott's, No. 3213, with holder; 1 box round writing pens; 1 sponge rubber, No. 3407; 4 erasers, pencil, No. 3416; 2 erasers, ink, No. 3417; 3 bottles Helios erasing fluid, No. 240 W, No. 240 R, No. 240 Y; 5 jars Higgins' drawing-board paste; 2 gross of white chalk for each gun emplacement and mortar pit in commission; 1 roll, 5 yards, cross-section paper, tracing, engraved, unmounted, 10 by 10, 20 inches wide, orange, for each company.

The coast defense ordnance officer will, in addition, be supplied annually with not to exceed three 10-yard rolls of prepared blue-print paper, 30 inches wide, of medium thickness, slow, fresh, and of best quality for each company when required. If desired, the water colors and nests may be omitted and the following may be supplied in their place: One-half gallon white varnish, 1 pint turpentine, 1 small sponge.

Diluted colored inks may be used for tinting, and if covered with clear, white varnish the colors will be retained. For the different charts, atmosphere charts, etc., which are constantly in use and liable to be soiled, blurred, or erased, a specially protected surface is desirable. This may be supplied by thoroughly cleaning the surface of drawing paper and applying two or three coats of white varnish after tinting, allowing each coat to dry before applying the next. After thorough drying and hardening, the gloss may be removed with a sponge moistened slightly with turpentine. After being soiled it may be cleaned with a sponge moistened slightly with turpentine, new coats of varnish being applied, and the surface finished as before.

The component parts of the set of standard drawing instruments are as follows: One compass, $5\frac{1}{2}$ inches, with fixed needle point, pen, pencil point, and lengthening bar, No. 838; 1 hairspring divider, No. 837; 1 bow divider, $3\frac{1}{2}$ inches, No. 750; 1 bow pen, $3\frac{1}{2}$ inches, with needle point, No. 751; 1 bow pencil, $3\frac{1}{2}$ inches, with needle point, No. 752; 1 drawing pen, $4\frac{1}{2}$ inches, No. 806; 1 drawing pen, $5\frac{1}{2}$ inches, No. 808; 1 lead box, No. 830; 1 case.

The numbers given in the foregoing lists refer to the catalogue of Keuffel & Esser, and the material furnished will be as nearly similar as the regulations for purchase will permit.

If any instruments or materials are required in excess of those mentioned herein the special necessity therefor will be stated in the requisition.

The lists referred to herein are for future issues; the supplies and instruments now on hand will be used so far as practicable, even though they may differ in make or quality from those now prescribed. All instruments pertaining to the Ordnance Department in excess of the allowances stated herein will be turned in to the proper armament officer for overhauling and storage with a view to their use in replacement.

Issues will be made to coast defense ordnance officers, who will be held accountable for property. (*Par. II, G. O. 74, 1914—1287028 B, A. G. O.*)

292. Instructions relative to the inspection, repair, and alteration of mobile Artillery matériel by officers and employees of the Ordnance Department.—1. The inspection, repair, and alteration of mobile Artillery matériel in the different military departments are placed under the charge of officers of the Ordnance Department as follows:

Of the commanding officer, New York Arsenal, at Governors Island, New York Harbor: The Eastern Department.

Of the commanding officer, San Antonio Arsenal, at San Antonio, Tex.: The Southern Department.

Of the commanding officer, Benicia Arsenal, Benicia, Cal.: The Western Department.

Of the commanding officer, Rock Island Arsenal, at Rock Island, Ill.: The Central Department.

Of the commanding officer, Manila Ordnance Depot, at Manila, P. I.: The Philippine Department.

Of the chief ordnance officer, Hawaiian Department, at Honolulu, Hawaii Territory: The Hawaiian Department.

2. When mountain, light, heavy, or siege cannon and their carriages and other Artillery vehicles, sights, implements, equipments, fire-control instruments, harness, etc., constituting the equipment of mobile Artillery batteries and headquarters detachments, are in need of repairs requiring the services of skilled mechanics of the Ordnance Department, the commanding officer of the battery or headquarters detachment concerned will submit a report to the officer charged by section 1 of this order with the repair of the matériel, describing the character and extent of the repairs required and

the cause of the damaged condition of each article. Upon receipt of such a report the ordnance officer in charge will cause the repairs to be made. If the repairs are of such a character that they can not be made by the battery mechanics he will furnish for the purpose such skilled mechanics and materials as may be required, and will inform the commanding officer of the battery or headquarters detachment, in advance, of the probable date on which the mechanics will arrive, and will instruct the latter to report in person upon their arrival, to this officer. The commanding officer of the battery or headquarters detachment, in the absence of an officer of the Ordnance Department, will keep a record of the hours worked each day by each man, and on completion of the repairs will forward a report of the time to the ordnance officer in charge of the repairs, showing the date and hour of arrival of each mechanic and the manner in which he conducted himself while on duty. If the repairs are of such a character that they can be made by the battery mechanic the repairs should be so made and the ordnance officer charged with the inspection of the batteries will furnish the necessary material required.

3. When the repairs can not be made at the post by the battery mechanic as referred to above, or when they are of such slight character as not to justify the expense of sending a mechanic to the post, the ordnance officer charged with the inspection will inform the organization commander how these repairs can be made most expeditiously and satisfactorily. Authority is given to the ordnance officer charged with the inspection to authorize shipment of articles of such limited weight as may be transported through the mails or by express at the minimum rate, as follows: To Watervliet Arsenal, breech mechanisms or parts thereof; to Frankford Arsenal, sights, range quadrants, range-finding material, fuse setters or parts thereof; all other material to the Rock Island Arsenal, except that in the Philippine Department articles requiring repairs will be mailed or shipped to the commanding officer, Manila Ordnance Depot. If it is considered that the repairs can be made at the arsenal at which the ordnance officer in charge is located, shipments may be made thereto as referred to above. If the repairs are considerable, or if they involve work on articles that are too bulky to be shipped as above described, the ordnance officer in charge will request the department commander to direct the shipment to an arsenal or depot

to be designated by the ordnance officer in charge for the purpose. In all cases where it is necessary for a battery commander to turn in the articles to an arsenal for repairs which will decrease the efficiency of the battery, the ordnance officer charged with the inspection will have the articles replaced at once, if practicable, and in other cases expedite the completion of repairs or issue of new parts to the greatest possible extent in order that the matériel of the battery may be maintained at all times in the best possible condition for service. The battery commander, however, will be held responsible for any part of his equipment not being complete and serviceable unless he can show that he has exhausted every means in his power to replace unserviceable equipment or obtain the additional equipment required to complete the battery. Delays in repairs or filling requisitions will be reported by him to the Chief of Ordnance through the department commander.

4. When alterations or additions are directed to be incorporated by the Chief of Ordnance in mobile Artillery matériel in the hands of Regular troops, and if such directions from the Chief of Ordnance do not state the arsenal that will furnish the necessary parts, the officer in charge of the inspection of the matériel will procure such parts, materials, and special tools as may be required either by manufacture or by requisition and will invoice these articles to the post ordnance officer. If, under instructions of the Chief of Ordnance, the necessary materials are to be issued from a designated arsenal, the articles will be invoiced by such an arsenal to the post ordnance officer direct, but in such a case the ordnance officer in charge of the inspection will be notified of the date of shipment and articles shipped. Any instructions and drawings necessary to clearly show the character of the work and the method by which it should be done will be sent from the issuing arsenal to the ordnance officer in charge, who will forward them to the battery or headquarters detachment commander. As in the case of repairs, the ordnance officer in charge of the inspection of the matériel will decide whether the work should be done by the battery mechanics or by an ordnance mechanic. No alteration or addition will be made which has not been previously authorized by the Chief of Ordnance.

5. The matériel of batteries and headquarters detachments of mobile Artillery shall be subject at any time to the inspection of designated officers of the Ordnance Department, includ-

ing the firing of pieces, if deemed desirable, to see that it is in efficient service condition and to place it in such condition if it should not be so. At these inspections the repairs or alterations that may have been made since the last previous inspection should be carefully observed to see that the drawings, instructions, etc., have been complied with. A statement of the changes made and of such alterations as are still to be incorporated in the vehicles will be made on the regular form of inspection report submitted to the Chief of Ordnance.

6. As soon as practicable the inspecting officer will furnish directly to the post commander information in writing in regard to each battery or headquarters detachment, showing its condition as regards ordnance matériel, including any defects or evidences of neglect or improper use of matériel that the inspection may disclose. Department commanders will instruct post, battery, and headquarters detachment commanders to furnish such assistance as may be necessary to make the inspection and to perform the necessary work contemplated by this order. The officers of the Ordnance Department will furnish battery commanders with certificates in duplicate, stating that the number of rounds fired were expended in making the inspection prescribed by this order. The certificates will constitute vouchers for dropping the ammunition from battery commanders' property returns. (*Par. I, G. O. 23, 1913—1721932 B, A. G. O., as amended by Par. III, G. O. 46, 1913—1721932 C, A. G. O.*)

293. Resizing of cartridge cases, 3-inch saluting guns.—

1. When cartridge cases for 3-inch saluting guns at any post become so expanded from use that they can not be readily inserted in the gun, they will be turned in to the posts designated below to be resized and returned.

2. The resizing of these cartridge cases will be done under the direction of the ordnance officers of the posts in question, to whom resizing presses have been or will be issued:

Watertown Arsenal, for the coast defenses of Boston and Springfield Armory.

Watervliet Arsenal, for Madison Barracks, Plattsburg Barracks, Fort Ethan Allen, West Point, 3-inch gun at Newburgh, and Fort Ontario.

New York Arsenal, for the coast defenses of eastern and southern New York, Fort Jay and Fort Slocum, Fort Wood.

Fort Niagara, for that post and Fort Porter.

Sandy Hook Proving Ground, for Fort Hancock.

Fort Myer, for that post and the coast defenses of the Potomac and Washington Barracks.

Columbus Barracks, for that post and Fort Thomas and Fort Wayne.

Augusta Arsenal, for Fort McPherson and Fort Oglethorpe.

Fort De Soto, for that post and Fort Dade.

Fort Sill, for that post and Fort Logan H. Roots and Fort Reno.

San Antonio Arsenal, for Fort Sam Houston, Fort Clark, and Fort McIntosh.

Fort Huachuca, for that post and Fort Apache, Fort Wingate, Whipple Barracks, and Fort Bliss.

Fort Logan.

Fort Duchesne.

Fort Douglas.

Fort Rosecrans.

Benicia Arsenal, for Alcatraz Island and Presidio of Monterey.

Vancouver Barracks.

Boise Barracks.

Fort Yellowstone, for that post and Fort Missoula and Fort Assinniboine.

Fort Keogh, for that post and Fort Lincoln.

Fort Robinson, for that post and Fort Mackenzie, Fort Meade, and Fort D. A. Russell.

Fort Leavenworth, for that post and Fort Riley, Fort Crook, and Fort Omaha.

Rock Island Arsenal, for Fort Snelling, Fort Brady, Fort Sheridan, Jefferson Barracks, and Fort Des Moines.

Fort Worden, for the coast defenses of Puget Sound, Fort Lawton, and Fort George Wright.

Fort Davis, Alaska.

Fort St. Michael, Alaska.

Fort Gibbon, Alaska.

Fort Liscum, Alaska.

Fort Wm. H. Seward, Alaska.

3. In addition, one resizing outfit will be issued to the ordnance officer of each of the coast defenses not provided for in paragraph 2 of this order for use in resizing the cartridge cases in those defenses. (*G. O. 21, 1907—1204192, M. S. O., as revised by office C. of O.*)

294. Quarterly statements of mobile Artillery matériel or ammunition in hands of post ordnance officers.—Post ordnance officers who have in their possession mobile Artillery matériel or ammunition not carried on corresponding statements from battery, battalion, or regimental commanders will hereafter forward to the Chief of Ordnance on Ordnance Department Form No. 87 a quarterly statement of cannon, carriages, ammunition, etc., on hand. (*Par. IV, G. O. 39, 1914—2163476, A. G. O.*)

SMALL ARMS AND SMALL-ARMS AMMUNITION.

RIFLES.

295. Submission of United States rifles, caliber .30, model of 1903, for the action of inspectors and surveying officers.—1. Experiments at the arsenals indicate that the rifle, with ammunition as now issued, should be serviceable for from 8,000 to 13,000 rounds. The earlier ammunition of 1906 model, however, was loaded with a nitroglycerin powder, and doubtless there are rifles in service which were fired one or two seasons with this powder. With this powder the life of the rifle would be about 4,500 to 5,000 rounds. The foregoing results obtain at the arsenals where the work of cleaning and caring for the rifles is done by experienced and careful employees. The unserviceable rifles turned in to the arsenals appear to have become so more through want of careful cleaning and through the use of abrasives than by reason of the actual number of rounds fired. This appears from the fact that the rifles turned in are worn at the muzzles and the barrels are rusted or pitted, whereas with proper care the rifles should become inaccurate only by reason of erosion at the bullet seat. It may be considered that a rifle will be fired 400 rounds in one season. A rifle with reasonable care should be good for at least 10 years with the present powder, or for about 4,000 rounds.

2. Experience has shown that in general the accuracy of rifles is not affected sufficiently to make them unserviceable until the diameter across the lands at the muzzle exceeds 0.304 inch, and that rifles measuring 0.308 inch across the lands at the muzzle are generally unserviceable. Hereafter all rifles, before being submitted for the action of an inspector or a surveying officer on the ground of lack of accuracy, will first be inspected under the supervision of a commis-

sioned officer, using cylindrical plug gauges 0.304 and 0.308 inch in diameter, issued by the Ordnance Department for the purpose and to be obtained from the post or regimental ordnance officer. Those rifles in which the 0.304-inch plug gauge does not enter or enters snugly will be retained in service without further accuracy tests. Those rifles in which the 0.308-inch plug gauge enters freely will be reported as unserviceable and will not be tested by targeting. Rifles considered unserviceable in which the 0.304-inch plug gauge enters freely and which will not admit a 0.308-inch plug gauge or admit it only snugly will be tested by targeting as hereinafter explained before being submitted for the action of an inspector. After these tests with plug gauges have been made, they will be certified to by the officer supervising the tests. Plug gauges will be issued to post or regimental ordnance officers without requisition.

3. The test will be made under favorable weather conditions by an expert shot with the rifle at known distance slow fire, under the personal supervision of a disinterested officer, and will consist of one target of 10 shots at each of the ranges, 300 and 500 yards, the targets to be preceded by sighting shots at each range and muzzle rest to be permitted. When practicable the expert making the test will be of another organization than the one to which the rifles belong. Before being tested at each range the rifles will be thoroughly cleaned and all metal fouling removed from the bore. The best ammunition available will be issued for testing the rifles, and ammunition of different dates of manufacture should not be used in making targets for a single rifle. If the mean radius of these targets is less than 6.5 inches at 300 yards, or less than 13 inches at 500 yards, the rifles will be considered sufficiently accurate to be retained in the service. If the mean radius is greater than that stated the rifles will be submitted to an inspector or surveying officer for his action. The results of the test will be certified to by the officer supervising it, and will be shown in the case of each rifle, the rifle being designated by its number and the initials of the arsenal where it was manufactured. If a range of 500 yards is not available the test should be conducted under the same conditions at each of the ranges 200 and 300 yards. If the mean radius of these targets is less than 6.5 inches at 300 yards, or less than 4.5 inches at 200

yards the rifles will be considered sufficiently accurate to be continued in service.

4. The expenditure of the ammunition necessary to conduct the test prescribed in the preceding paragraph is authorized, but it will be furnished by the organization presenting the rifles for test from its allowance for target practice.

5. The mean radius of a group of shots is determined as follows: After removing the paper target from the frame, lay out vertical and horizontal axes which will contain the group of shots. Measure the vertical distance from the center of each shot hole to the horizontal axis; the mean of these distances gives the vertical ordinate of the center of impact. Measure the horizontal distance from the center of each shot hole to the vertical axis; the mean of these distances gives the horizontal ordinate of the center of impact of the group of shots. After plotting the center of impact, measure the distance from the center of impact to the center of each shot hole. The mean of the distances from the center of impact to the centers of the shot holes is the mean radius.

6. In preparing the inventory and inspection reports, or reports of survey, the following data will be shown thereon:

(a) The number of each rifle and its arsenal initial.

(b) The date of issue of the rifle to the organization (date of invoice) and the number of target seasons it has been fired.

(*Par. I, Bul. 24, 1913—2033476, A. G. O., as amended by Par. II, Bul. 15, 1915—2033476 A, A. G. O., and Par. II, Bul. 31, 1915—2033476 B, A. G. O.*)

296. Use in swimming and wall-scaling exercises.—

1. Hereafter United States rifles, caliber .30, model 1903, may be used in swimming or wall-scaling exercises, but company commanders will be held responsible therefor.

2. The rifles will be carefully prepared for swimming exercises by the use of plenty of oil, cosmoline, or other suitable substance, and after each swimming exercise will be carefully cleaned and dried.

3. In the wall-scaling exercise the rifle will not be thrown from the wall, but will be taken from the top of the wall to the ground on the person of the soldier to whom it belongs in such a manner as to be ready for immediate use on reaching the ground. (*Par. I, Cir. 38, 1910, as amended by Par. I, G. O. 43, 1911—1740445 A, A. G. O.*)

297. Telescopic musket sights not to be separated from rifles.—1. As each telescopic musket sight, model of 1908, has been carefully adjusted and fitted to a specially selected rifle by expert firings at the armories and marked with the number of the rifle to which it belongs, it is not intended that such telescopic musket sight should be permanently separated from its particular rifle.

2. In case it should become necessary to transfer a telescopic musket sight from one organization to another, the specially selected rifle to which it belongs should also be transferred.

3. Likewise, if it should become necessary to forward the specially selected rifle or its telescopic musket sight to an arsenal for repairs, both the rifle and the telescopic musket sight should be forwarded. (*Par. II, Cir. 49, 1910—1491370 A¹⁹, A. G. O., as amended by Par. IV, Bul. 38, 1914—1491370 A²¹, A. G. O.*)

298. Assembling.—Instructions relative to the assembling of the 1907 gun sling on the rifle:

Assemblage.—The sling is made up of four parts, the long strap, the short strap, and two keepers. To assemble it the plain end of the long strap is passed through the larger keeper, then through the metal loop of the short strap, passing from the undressed to the dressed side of the latter, then back through the larger keeper, forming the arm loop dressed side out. The same end is then passed through the smaller keeper, through the upper sling swivel from the butt toward the muzzle, and back through the smaller keeper, the arm loop being completed by engaging the claw of the long strap in the proper holes in the other end of same.

The size of the arm loop is adjusted to suit the individual who is to fire the piece, the loop being drawn through the upper swivel until the claw comes well up toward the upper swivel. The claw end of the short strap is then passed through the lower swivel from muzzle to butt and brought up and engaged in the proper holes in the long strap, drawing the sling taut. This gives the *parade* position of the sling.

To adjust it for *firing* or *carrying*, the claw of the short strap is disengaged and reengaged in the proper holes of the short strap, no change being necessary in the adjustment of the arm loop. (*Cir. 16, 1907—1218323, M. S. O.*)

299. Spare parts of rifle and bayonet for repairs.—

1. The spare parts of the United States rifle, model of 1903, its appendages and accessories, and of the bayonet, model of 1905, listed in Column I of the table following section 6, Paragraph I of this order, will be issued to ordnance officers of posts and regiments for the purpose of making repairs to arms in the hands of troops in the field and in garrison. It is considered that the number of the respective parts listed will be sufficient to cover the ordinary repairs to 100 arms for at least one year; but if for any reason a greater number is required, special requisition can be made for the additional parts needed, in which case the necessity must be fully explained. The allowance prescribed will be furnished with the first issue of arms, and thereafter post and regimental ordnance officers will submit annually on July 1 requisitions for such number of spare parts as will bring the number on hand up to the prescribed allowance. No parts other than those named in the list will be issued. Post and regimental ordnance officers will furnish to the various organizations in garrison the spare parts actually needed to replace those lost, broken, or unserviceable.

2. Each post or regimental ordnance officer and each company or troop is furnished with a company repair kit for use in repairing the United States rifle, model of 1903.

Contents of company repair kit.—One hammer, steel; 1 anvil; 2 sets; 1 hammer, brass; 1 block, wood, 3 screw drivers; 10 drifts, assorted; 1 pliers; 1 assembling tool; 1 bullet-jacket extractor.

3. With the model of 1910 Infantry equipment and the model of 1912 Cavalry equipment the arm-repair chest, model of 1910, will be issued to companies and troops armed with the United States rifle, model of 1903, for cleaning, repairing, and preserving the arms and equipment. It will replace the company repair kit.

Contents of arm-repair chest, model of 1910.—Tools: One anvil; 1 bullet-jacket extractor; 8 drifts, assorted; 1 drift, No. 3; 1 drift, No. 4; 1 eyelet awl, for putting eyelets in belt; 1 eyelet set; 1 file, 6-inch, hand, with handle; 1 file, 6-inch, round, with handle; 1 file, 6-inch, three-square, with handle; 1 hammer, steel; 1 hammer, brass; 1 handle, tool, containing 10 tools; 1 oiler, with cap; 1 pliers, flat nose; 1 pliers, round nose; 1 saw, crosscut, with detachable handle; 1 screw driver,

No. 1; 1 screw driver, No. 2; 1 set, No. 1; 1 tool, for assembling safety lock on sleeve; 1 vise, 1.25 pound. Spare parts (pistol): Two extractors; 2 firing-pin springs; 1 mainspring; 2 recoil springs; 2 sear springs; 2 stock screws. Tools for cleaning pistol: Ten cleaning rods; 10 screw drivers; 10 thong brushes. Cleaning material: Two pints cosmic; 3 pints sperm oil; 250 cut patches (cotton flannel); 250 cut patches (Tampa flannel). Spare parts (rifle): Two bolts; 7 firing pins; 2 cut-off plungers; 2 cut-off springs; 2 ejector pins; 4 extractors; 5 front-sight covers (appendages to rifle); 2 lower-band screws; 2 mainsprings; 1 safety lock, complete; 2 slide binding screws; 4 slide-cap pins; 3 slides, assembled; 1 stacking swivel; 2 stacking-swivel screws; 15 strikers. For shoes: Two quarts neat's-foot oil. For belts: Fifty eyelets; 50 washers for eyelets.

4. The spare parts of the United States rifle, model of 1903, its appendages and accessories, and of the bayonet, model of 1905, listed in Column II of the table, will be issued for making repairs and for filling requisitions from troops to commanding officers of ordnance depots established in time of war. It is considered that the number of the respective parts listed will prove adequate for repairing 1,000 arms. Requisitions made by commanding officers of ordnance depots should be based on these numbers and the number of troops supplied by the depot.

5. Each ordnance depot established in time of war will be provided with the following outfits of tools for repairing arms. If the tools contained in these outfits are in any case found inadequate for the work, special requisitions should be made for the additional tools required. For the model of 1903 rifle two company repair kits or two arm repair chests, model of 1910. One armorer's tool chest containing the following tools: One vise; 1 hand vise; 1 screw wrench; 1 hand brace; 2 vise clamps, copper; 2 vise clamps, wood; 4 brace screw drivers; 23 files, assorted; 23 wood handles, for files. For rifle: Three head space gauges for rifles and carbines, models of 1896 and 1898; 2 head space gauges for rifle, model of 1903; 1 assembling tool, lower band. For revolver: Two assembling tools; 2 crane bushing screw drivers; 12 drifts, assorted; 4 hand screw drivers, assorted; 2 pliers; 2 sets; 2 space gauges, maximum and minimum; 2 range rods.

6. In time of war all rifles which can not be repaired by troops from the parts issued for that purpose will be turned in to the nearest ordnance depot. After examination, those rifles which can not be repaired at the depot will be shipped to the Springfield Armory, Rock Island Arsenal, or Benicia Arsenal, as the Chief of Ordnance may direct.

Name of part.	I. Number allowed for 100 arms.	II. Number allowed for 1,000 arms.
UNITED STATES RIFLE, MODEL OF 1903.		
Bolt:		
Bolt.....}	2	30
Extractor collar..} assembled.....		
Bolt stop:		
Bolt-stop pin.....}	3	45
Bolt-stop spring..} assembled.....		
Butt plate.....	2	15
Butt-plate cap.....	2	30
Butt-plate pin.....	2	30
Butt-plate screw, large.....	2	30
Butt-plate screw, small.....	3	15
Butt-plate spring.....	5	45
Butt-plate spring screw.....	3	30
Butt swivel:		
Butt swivel.....}	3	15
Butt-swivel pin...}		
Butt-swivel plate..}		
Butt-swivel screw.....	3	15
Cut-off.....	2	30
Cut-off plunger.....	6	45
Cut-off screw.....	3	45
Cut-off spindle.....	2	30
Cut-off spring.....	6	60
Ejector.....	3	30
Ejector pin.....	4	60
Extractor.....	3	45
Firing pin:		
Cocking piece...}	10	100
Firing-pin rod...}		
Firing-pin sleeve.....	2	30
Floor plate.....	3	30
Floor-plate catch.....	2	30
Floor-plate pin.....	2	30
Floor-plate spring.....	6	60
Follower.....	2	30
Front sight.....	4	30
Front-sight pin.....	7	45
Guard.....	1	15
Guard-screw bushing.....	1	15
Guard screw, front.....	3	45
Guard screw, rear.....	3	45
Hand guard.....	4	60
Hand-guard clip.....	8	120
Lower band.....	2	15
Lower-band screw.....	2	30
Lower-band spring.....	3	30
Lower-band swivel.....	2	30
Magazine spring.....	4	60
Mainspring.....	4	30

Name of part.	I. Number allowed for 100 arms.	II. Number allowed for 1,000 arms.
UNITED STATES RIFLE, MODEL OF 1903—continued.		
Rear sight:		
Base spring.....	5	45
Drift slide No. 5—		
Drift slide, .05 peep..	3	45
Drift-slide pin.....		
Joint pin.....	3	30
Leaf.....	6	60
Movable base.....	3	30
Slide—		
Slide.....	8	80
Slide cap.....		
Slide binding screw.....	8	80
Slide-cap pin.....	7	65
Slide-cap screw.....	5	50
Windage screw—		
Windage screw.....	6	60
Windage-screw collar.....		
Windage-screw knob.....		
Windage-screw pin.....		
Windage-screw spring..		
Safety lock:		
Safety-lock plunger.....	2	30
Safety-lock spindle.....		
Safety-lock spring.....		
Safety-lock thumb piece..		
Sear.....	2	30
Sear pin.....	2	30
Sear spring.....	5	60
Sleeve:		
Sleeve.....	2	30
Sleeve lock.....		
Sleeve-lock pin.....		
Sleeve-lock spring..		
Stacking swivel.....	2	30
Stacking-swivel screw.....	3	45
Stock:		
Guard-screw bushing..	10	50
Stock.....		
Stock screw.....		
Stock-screw nut.....		
Striker.....	20	200
Trigger.....	1	15
Trigger pin.....	1	15
Upper band.....	2	15
Upper-band screw.....	3	50
APPENDAGES.		
Drift slide No. 4:		
Drift slide, .04 peep..	1	10
Drift-slide pin.....		
Drift slide No. 6:		
Drift slide, .06 peep..	1	10
Drift-slide pin.....		
Front-sight cover.....	45	450
Oiler and thong case:		
Oil dropper.....	3	100
Oiler cap washer.....	13	200
Thong-case body—		
Oiler collar.....	3	100
Thong-case body.....		
Thong-case partition..		

Name of part.	I. Number allowed for 100 arms.	II. Number allowed for 1,000 arms.
APPENDAGES—continued.		
Oiler and thong case—Continued.		
Thong-case cap—		
Thong-case cap.. } assembled.....	3	100
Thong-case pad.. }		
Thong:		
Thong cord.....	20	400
Thong tip.....	8	200
Thong weight.....	8	200
Thong brush.....	18	400
Spare-part container (wood part)	2	30
ACCESSORIES.		
Cleaning rod, model of 1913:		
Brush section.....	3	70
Handle section—		
Handle section.. } assembled.....	3	70
Knob.....		
Knob pin..... }		
Patch section.....	3	70
Second section.....	3	70
Swivel.....	3	70
Swivel screw.....	3	70
Swivel section.....	3	70
Cleaning-rod case.....	3	70
Screw driver.....	2	50
BAYONET, MODEL OF 1905.		
Bayonet, complete.....	2	30
Bayonet catch.....	2	30
Bayonet grip, left.....	6	60
Bayonet grip, right.....	6	60
Bayonet nut.....	4	60
Bayonet-scabbard catch.....	2	30
Bayonet screw.....	4	50
Bayonet spring.....	5	60
Bayonet washer.....	4	60

(Par. I, G. O. 26, 1914—2134809, A. G. O.)

PISTOLS.

300. Kept on hand at posts for issue for pistol practice, guard duty, etc.—1. There will be kept on hand at each post garrisoned by Infantry, Coast Artillery, Engineers, or Ordnance, a sufficient number of pistols (with two extra pistol magazines each), pistol belts and pistol holsters, to permit of the issue of five to each company belonging to a battalion of Infantry, and one for each sergeant of Coast Artillery, Engineers, or Ordnance, not otherwise provided therewith, for use in pistol practice, interior guard duty, when on provost

guard and like occasions. These pistols are in addition to those authorized in Unit Accountability Equipment Manuals. At posts where the organizations are provided with revolvers, a like number of revolvers and revolver holsters will be kept on hand in lieu of pistols and appurtenances.

2. These extra pistols or revolvers and their appurtenances are Class B property to be issued on memorandum receipt and will not be taken into the field. (*Par V, G. O. 63, 1914—2114247, A. G. O.*)

301. Pistol equipment for ambulance companies and field hospital companies.—For the enlisted personnel of each ambulance company and field hospital company the following articles are authorized: Twelve pistols; 12 pistol holsters; 12 slides, leather; 12 magazine pockets, leather, double; 24 magazines, pistol, extra; 252 cartridges, ball, pistol, caliber .45. This pistol equipment will be issued only to selected men, for instruction, for their own interior guard duty, and for service in campaign as authorized by the Geneva Convention. (*Par. II, G. O. 65, 1915—2322295, A. G. O.*)

302. Issue of pistols, etc., to inspector-instructors, Organized Militia.—Upon request by officers detailed as inspector-instructors of the Organized Militia, the nearest post ordnance officer will issue on memorandum receipt the following ordnance supplies: One automatic pistol, caliber .45, model of 1911; 2 extra magazines; 100 pistol ball cartridges, caliber .45, model of 1911; 1 pistol holster; 1 pistol belt, model of 1912; 1 dispatch case. (*Par. II, G. O. 4, 1915—2244523, A. G. O.*)

SMALL-ARMS AMMUNITION.

303. Supply to be kept on hand.—1. In order that the ammunition supply prescribed may be promptly established whenever that measure may become necessary, small-arms ammunition will be kept on hand in time of peace as follows:

(a) *By organizations.*—Organization commanders will keep on hand the small-arms ammunition prescribed by the Unit Accountability Equipment Manuals. The foregoing ammunition will accompany the troops in the field.

(b) *By posts.*—Post ordnance officers will keep small-arms ammunition on hand as follows: One hundred and twenty rounds for each rifle, Infantry (except machine-gun platoon); 60 rounds for each rifle, Cavalry (except machine-gun pla-

toon); 2,950 rounds for each automatic machine rifle, caliber .30; 21 rounds for each pistol or revolver, Cavalry only. The foregoing ammunition will accompany troops in the field in the combat train.

(c) *By field supply depots.*—The small-arms ammunition kept on hand in field supply depots will be as follows: One hundred and twenty rounds for each rifle, all arms; 42 rounds for each pistol or revolver, all arms; 11,300 rounds for each machine gun or machine rifle. The foregoing ammunition will accompany troops in the field in the ammunition train.

2. The foregoing three classes of ammunition constitute the mobilization reserve ammunition. It will be additional to any other ammunition that may be on hand and will be kept separate, intact, and ready for issue at all times. The ammunition set aside for these purposes should be of the latest date of manufacture, the ammunition of earlier dates being replaced and used for target practice and issues. Department commanders will cause such verifications or inspections to be made of this ammunition as will insure a strict compliance with this order. (*Par. I, G. O. 49, 1913—1269582, A. G. O., as amended by Par. IV, G. O. 83, 1913—2080920, A. G. O.*)

304. Inspection of original packages containing blank cartridges.—When an original package containing blank cartridges is first opened a careful inspection will be made, and should a ball cartridge be found the complete package will be sent through military channels to the Chief of Ordnance, United States Army, to enable the responsibility for the presence of a ball among blank cartridges to be located by means of the packer's initials stamped on the package. None of the marks on the package should be defaced. (*Par. III, G. O. 182, 1905—1065826, M. S. O.*)

ARTICLES OF PERSONAL EQUIPMENTS.

305. Ordnance property in possession of soldier detailed for duty at School of Musketry.—1. An enlisted man who is detailed for duty at the School of Musketry at Fort Sill, Okla., before his departure for the school will sign a memorandum receipt to his company commander for all the ordnance property that is to be carried away by him. Memorandum invoice and receipt for such property will be forwarded with the soldier's descriptive list to the commandant of the School of Musketry, who will sign the receipt and return it to the ac-

countable officer, thereby becoming responsible for the property during the period of the soldier's duty at the school.

2. Responsibility for property that is lost during travel will be fixed by a surveying officer.

3. If an enlisted man while on duty at the school should lose, destroy, or otherwise dispose of any of the ordnance property referred to in paragraph 1 of this order, the value of such property will be charged against him on the first pay rolls after it is learned that the property has been lost, destroyed, or otherwise disposed of, and a statement of charges (Ordnance Department Form No. 86), made in duplicate, furnished to the post supply officer, who will replace the articles so charged and use the statement of charges as a voucher to cover the dropping of the articles so issued.

4. If an enlisted man while on duty at the school should become separated from the service, accountability for the ordnance property left at the school by the soldier should be covered by the exchange between the accountable officers of customary invoices and receipts, made on Form No. 146, Ordnance Department, covering the transfer of the property from the commanding officer of the organization from which the soldier was detailed for duty at the school to the accountable officer at the school. The latter officer will then take up an account for the property on the return rendered to the Ordnance Department from the School of Musketry. The commanding officer of the organization from which the soldier was detailed will take immediate steps to have this property replaced, turning over to the supply officer the receipt of the accountable officer at the school for use as a voucher to cover the transaction.

5. The provisions of paragraph 1535, Army Regulations, do not apply in the cases of enlisted men detailed for duty at the School of Musketry. (*Par. II, G. O. 158, 1910—1652374, A. G. O., as amended by O. C. O.—2307080 K, A. G. O.*)

ARTICLE XXX.

SIGNAL CORPS.

306. Detached enlisted men.—1. All enlisted men of the Signal Corps undergoing treatment at a general hospital or detached and serving at stations in the Eastern Department, except those on duty in the Canal Zone, will be regarded as members of Company G, Signal Corps, Fort Wood, N. Y., and their names will be borne on the rolls and other records of that company.

2. All enlisted men of the Signal Corps undergoing treatment at a general hospital or detached and serving at stations in the Central Department and Southern Department will be regarded as members of Company B, Signal Corps, stationed at the Army Service Schools, Fort Leavenworth, Kans., and their names will be borne on the rolls and other records of that company.

3. All enlisted men of the Signal Corps undergoing treatment at a general hospital or detached and serving at stations in the Western Department and Hawaiian Department, except those on duty in connection with the operation of the Washington-Alaska Military Cable and Telegraph System, will be regarded as members of Company M, Signal Corps, Fort Mason, Cal., and their names will be borne on the rolls and other records of that company.

4. All enlisted men of the Signal Corps detached and serving at stations in the Canal Zone will be regarded as members of Telegraph Company H, Signal Corps, Fort Sam Houston, Tex., and their names will be borne on the rolls and other records of that company.

5. All enlisted men of the Signal Corps detached and serving at stations in the Philippine Department will be regarded as members of Company F, Signal Corps, Manila, P. I., and their names will be borne on the rolls and other records of that company.

6. All enlisted men of the Signal Corps serving at stations on the cable section and first section, Washington-Alaska

Military Cable and Telegraph System, will be regarded as members of Company C, Signal Corps, Valdez, Alaska, and their names will be borne on the rolls and other records of that company.

7. All enlisted men of the Signal Corps serving at stations on the second section, Washington-Alaska Military Cable and Telegraph System, will be regarded as members of Company K, Signal Corps, Fort Gibbon, Alaska, and their names will be borne on the rolls and other records of that company.

8. All enlisted men of the Aviation Section of the Signal Corps, except those assigned to aero squadrons, will be regarded as members of the School Detachment, Aviation Section, Signal Corps, San Diego, Cal., and their names will be borne on the rolls and other records of that detachment.

9. In order that the commanding officers of the companies and the detachment named may have full information for use in the preparation of muster rolls, regarding all changes in the status of the men of their organizations who are undergoing treatment or on detached duty, the following will be furnished to them by the immediate commanding officers of such soldiers:

a. In case of discharge, desertion, death, furlough to the Reserve, retirement, or transfer from the Signal Corps, a complete descriptive list of the soldier.

b. In case of transfer to another station without change of organization, written notice showing the station to which the soldier was transferred, the authority for the transfer, and the date of leaving station.

c. In case of departure on or return from furlough, a written notice giving the authority and dates thereof; and in case of conviction by a summary court-martial, a copy of the summary court record.

d. In case of enlistment or reenlistment, a copy of the soldier's descriptive and assignment card; and in case of transfer to the Signal Corps from the line or other staff organizations, a copy of the soldier's descriptive list.

10. In case of assignment to one of the companies or the detachment named by transfer from another geographical department or from another Signal Corps organization stationed in the same department, the soldier's descriptive list required by paragraph 115, Army Regulations, will be made in duplicate, the original to be forwarded to the commanding

officer of the station to which the soldier is sent and the duplicate to the commanding officer of the Signal Corps company or detachment to which the soldier's new assignment carries him. Copies of descriptive lists intended for commanding officers of companies stationed in Alaska will be sent to the company commanders through the officer in charge, Washington-Alaska Military Cable and Telegraph System, Seattle, Wash. If the transfer to another station involves a transfer of the soldier from one of the companies or the detachment named, a triplicate of the soldier's descriptive list will be sent to the commanding officer of the Signal Corps organization from which the soldier is transferred. (*Par. I, G. O. 66, 1915—2343923, A. G. O.*)

307. Returns of Signal Corps organizations.—Commanding officers of Signal Corps organizations, instead of rendering the monthly returns of their organizations on Form No. 30, A. G. O., will make such returns on forms to be furnished by the office of the Chief Signal Officer. (*Par. V, G. O. 30, 1915—2247198, A. G. O.*)

AVIATION SERVICE.

308. Announcement of aviators and aviation mechanics.—1. From time to time there will be announced in special orders of the War Department the names of the military aviators, junior military aviators, and aviation students who are on duty requiring them to participate regularly and frequently in aerial flights, which orders will specify the date on which such duty commenced. When such officers cease to be on duty that requires them to participate regularly and frequently in aerial flights, that fact will be similarly announced in orders specifying the date on which the duty terminated.

The dates specified in these special orders will govern in determining the period for which increase of pay accrues. A copy of the order announcing the officer as being on duty that requires him to participate regularly and frequently in aerial flights will be filed with the first voucher upon which increased pay is charged, and the order will be cited on all subsequent vouchers so long as the increased pay is claimed. When the officer ceases to be on duty that requires him to participate regularly and frequently in aerial flights, a copy of the order announcing such fact will be filed with the voucher covering that period. In stating claims for the increase of pay, each

junior military aviator and military aviator will enter on the voucher the grade held under his line commission, as the increase of pay accrues only on the pay of such grade as increased by longevity pay.

2. From time to time there will be announced in special orders of the War Department the names of the enlisted men of the Aviation Section of the Signal Corps who are rated as aviation mechanics and the names of those who are on duty requiring them to participate regularly and frequently in aerial flights, specifying the date of the rating or commencement of the duty. Upon receipt of such order the commanding officer of the enlisted men concerned will make notation on the first pay roll for aviation mechanics as follows:

Due soldier 50 per cent increase from ———, 191—; rated as aviation mechanic ———, 191—, per S. O., No. —, W. D., 191—.

And for those on duty requiring them to participate regularly and frequently in aerial flights, the following:

Due soldier 50 per cent increase from ———, 191—; on duty requiring him to participate regularly and frequently in aerial flights per S. O., No. —, W. D., 191—.

Subsequent rolls will contain the following notation for aviation mechanics:

Due soldier 50 per cent increase, aviation mechanic.

And for those enlisted men on duty requiring them to participate regularly and frequently in aerial flights, the notation:

Due soldier 50 per cent increase.

When enlisted men are disrated as aviation mechanics or cease to be on duty that requires them to participate regularly and frequently in aerial flights, such fact will be similarly announced in special orders of the War Department, which orders will specify the date of the disrating or termination of the duty, and the commanding officer of the enlisted men concerned will make notation on the proper pay roll of the date when the men cease to be entitled to the increase of pay, citing the number, source, and date of the order. When an enlisted man holding the rating of aviation mechanic reenlists on the day following the day of his discharge, his rating will be viewed as continuing in force.

3. Unmarried lieutenants of the line of the Army who are under 30 years of age and who desire a detail in the Aviation

Section of the Signal Corps should apply, through military channels, to The Adjutant General of the Army, including in the application a certificate to the effect that to the best of their knowledge and belief they are in good physical condition and free from abnormality of vision or hearing. A blank form for this purpose will be furnished upon application to the Chief Signal Officer of the Army. Before his other qualifications are inquired into, each applicant will undergo a thorough physical examination, the character of which will be prescribed by the Surgeon General of the Army. (*G. O. 68, 1914—2189480, A. G. O.*)

309. Examinations for rating of junior military aviator.—Examinations for the rating of junior military aviators will be held at such times as the exigencies of the service require. Such aviation students as are recommended for this rating by the Chief Signal Officer of the Army to The Adjutant General will be ordered before such aviation examining board, to be composed of three officers of experience in the aviation service and two medical officers, as may be constituted from time to time to conduct such technical and physical examinations as may be prescribed. The medical officers of the boards will take part only in the physical examination. The technical examinations will be both theoretical and practical and cover the following subjects: General adaptability, flying, aeroplanes, aeronautical motors, meteorology, and navigation of the air. (*Par. I, G. O. 20, 1915—2273749, A. G. O.*)

310. Examinations for rating of aviation mechanician.—Examinations for the rating of aviation mechanics will be held at such times as the exigencies of the service require. All enlisted men of the Aviation Section of the Signal Corps who desire to take the examination will apply in writing to The Adjutant General of the Army. An aviation examining board, to be composed of three officers of experience in the aviation service and two medical officers, will be constituted from time to time to conduct such technical examinations as may be prescribed. This examination will be both theoretical and practical, the theoretical examination to be limited to such questions as are considered necessary to show that the candidate's practical knowledge is based on correct theoretical information. The subjects will be maintenance and repair of aeroplanes, and the operation, maintenance, and repair of aeronautical engines. (*Par. III, G. O. 86, 1914—2228807, A. G. O.*)

RADIOTELEGRAPHY.

311. Use between Army stations.—1. The use of radiotelegraphy for communicating between Army stations will be controlled by the provisions of the twelfth, thirteenth, and fourteenth regulations contained in section 4 of the act of Congress approved August 13, 1912, published in Paragraph VII, Bulletin No. 16, War Department, 1912.

2. The following are announced as the standard wave lengths to be used in operating Army radio sets:

Coast defense command shore stations, 1 kw. or more	1, 100 meters.
Coast defense command shore stations, $\frac{1}{2}$ kw	825 meters.
Coast defense command harbor boats	400 meters.
Mine planters	600 meters.
Transports	600 meters.
Tractor sets, 1 and 2 kw	825 meters.
Skid sets, 1 and 2 kw	825 meters.
Pack sets	500 meters.

3. In case a naval radio station and a military radio station are established in close proximity, and interference results, a working schedule should be arranged by the respective commanding officers.

4. If it should be desired to send an Army radiogram to a place beyond the range of the Army station, a request to forward the message should be sent to the naval station, as the Navy Department has agreed to forward all Army messages. (*Par. IV, G. O. 53, 1915—2309299, A. G. O.*)

312. Use of "radio" and "radiogram" for "wireless" and "wireless message."—In conformity with international usage, the word "radio" will be used to designate "wireless" and the word "radiogram" to designate "wireless telegram" and "wireless message." (*Par. VII, G. O. 15, 1912—1904833, A. G. O.*)

313. Letters S O not to be used as call letters.—In order to prevent the distress call S O S from being confused with any other call, all radio stations of the Army are prohibited from using the letters S O as call letters. (*Par. VI, G. O. 23, 1915—2277237, A. G. O.*)

TELEPHONES.

314. Post telephone systems.—1. For administrative purposes the following telephonic communications are authorized

at military posts, and will be established by the Signal Corps as rapidly as funds become available. Telephones not specified in this order will be installed only upon the approval of the Chief Signal Officer of the Army, and the specific need for each must be stated when application is made for its installation.

Office of the commanding officer.....	1
Office of the adjutant.....	1
Office of the quartermaster.....	2
Office of the quartermaster, additional (when approved in each individual case; to be on same line with other telephone).....	1
Office of the Artillery engineer or signal officer.....	1
Office of the ordnance officer.....	1
Office of the sergeant major (when approved in each individual case).....	1
Each officer's quarters.....	1
Officers' mess.....	1
The hospital.....	1
Each guardhouse.....	1
The post exchange.....	1
The pumping station.....	1
Power plant.....	1
The corral.....	1
The quartermaster dock.....	1
Barracks for each organization, band included.....	1
Quarters of the senior master electrician, electrician sergeant at Coast Artillery forts, or electrician at interior posts.....	1
Quarters of the quartermaster sergeant, Quartermaster Corps, at each garrisoned Coast Artillery fort, not coast defense headquarters, during the existence of the unit system of administration in the coast defense command of which such fort is a unit.....	1
Telegraph office (if located on reservation).....	1
Radio station.....	1
Target range (when approved in each individual case).....	1

At Artillery posts where there is a local assistant to the district engineer officer the following additional telephones are authorized:

Office of the local assistant to district engineer officer.....	1
Quarters of the local assistant to the district engineer officer (if living at the post).....	1

The telephone switchboard will usually be located in the administration building. Only telephones supplied by the Signal Corps will be connected in any manner to these systems.

Each year, as soon as practicable after the passage of the Army appropriation bill, the Chief Signal Officer of the Army, with the approval of the Secretary of War, will designate the

posts at which extended systems in accordance with this order will be installed during that fiscal year.

Pending such installations the existing post telephone systems will remain. Additional telephones allowed under this order will be installed only as funds are available and when the present installation will permit of same without excessive cost.

2. When the Quartermaster Corps finds it necessary to contract for commercial telephone communication with a near-by town it will in every case endeavor to obtain this connection by trunk service through the Signal Corps switchboard. If it is impracticable to obtain the communication in this manner the Quartermaster Corps is authorized to contract for telephones in the offices of the commanding officer and the quartermaster, or such of them as may be necessary, and for the rental of a commercial wire, together with a sufficient number of telephones, and switchboard if necessary, for the official business of the post.

If this commercial communication is obtained by trunk service through the Signal Corps switchboard, spare conductors in existing Signal Corps cables or upon its pole lines may be used for the trunks; but if the service can not be obtained in this manner, the commercial company will build and maintain its own lines, entirely distinct from those of the Signal Corps. In the latter case the installation of the commercial lines on the Government reservation will be covered by a revocable license, as outlined in paragraph 3, in the case of posts having complete private telephone service.

3. At posts where private telephone service is desired in addition to that provided by the Signal Corps, a revocable license will be prepared for the approval of the Secretary of War, covering completely the conditions under which the poles may be erected, the wires strung, and the exchange service regulated, or the whole plant removed when required. This service will be permitted in no case without the approval of the Secretary of War and will be made an entirely separate installation from the Government lines.

4. Telephonic installations for rifle ranges, fire-control purposes, and the Army service schools are not included in the foregoing provisions. They are provided for separately, according to the necessities of the case.

TELEPHONE SYSTEMS AT COAST ARTILLERY POSTS.

5. The telephone system of coast defense constitutes a portion of its defense and is installed on the approval of the Secretary of War. It will be established and maintained from funds appropriated in connection with the establishment and maintenance of the fire-control installation.

6. In addition to the telephones authorized for administrative purposes at each post by paragraphs 1 and 2 of this order the following telephones will be installed in each coast defense.

Fire-control switchboard room-----	1
Battle commander's station-----	2
Each fire commander's station-----	1
Primary station of a mine command-----	1
Mining casemate-----	1
Meteorological station-----	1
Tide station-----	1
Loading room-----	1
Torpedo storehouse-----	1
Wharf (used by mine planter)-----	1
Each storage magazine-----	1
Ordnance storehouse-----	1
Ordnance machine shop-----	1
Engineer storehouse-----	1
Signal Corps storehouse-----	1

7. From each post switchboard in coast defenses there will be one trunk line to the post switchboard at coast defense headquarters. When the battle commander's station is located at some other post than the coast defense headquarters a sufficient number of additional trunk lines will be installed to provide the necessary service. Detached posts and battle commands attached to coast defenses for administrative purposes will not be included in the coast defense telephone system.

8. In coast defenses provided only with the temporary system of fire control, the telephones mentioned in paragraph 6 of this order will be established upon the approval of the Secretary of War as funds are available. Except in cases where existing cables can be utilized, the trunk lines from post switchboards and from battle commanders' stations to the switchboard at coast defense headquarters will be established only in connection with the permanent fire-control installation, and the provisions of paragraph 7 of this order will be subject to such modifications at the time of installation as may be required by local conditions.

MAINTENANCE OF SYSTEMS.

9. In order to localize responsibility for the proper care of the switchboard and to secure experienced services the commanding officer of the post will, whenever possible, have the switchboard operated by men permanently detailed for that purpose.

10. Post telephone systems, as a rule, are to be maintained and operated by members of the garrison.

INSPECTION OF SYSTEMS.

11. The systems at interior posts will be inspected twice annually by a competent inspector having technical knowledge of magneto and common battery systems, these inspections to be made, if practicable, during the two months prior to July 1 and January 1 of each year.

The report covering these inspections will be prepared in triplicate on Signal Corps Forms Nos. 209 and 211, one copy to be retained for the files of the signal officer of the post, and the other two forwarded, through military channels, for the files of the department signal officer of the territorial department concerned and the Chief Signal Officer of the Army.

12. The systems of Artillery posts will be inspected in connection with the other Signal Corps equipments at each post. The report covering these inspections will be prepared upon Signal Corps Forms Nos. 204 and 211 and forwarded as stated in the above orders.

13. The department signal officers of the territorial departments will apply for the necessary orders to have the above-mentioned inspections made. (*G. O. 5, 1913—1421566 D, A. G. O., as amended by Par. III, G. O. 9, 1914—2123931, A. G. O.*)

WASHINGTON-ALASKA MILITARY CABLE AND TELEGRAPH SYSTEM.

315. Duties of officer in charge.—The officer in charge, Washington-Alaska Military Cable and Telegraph System, under the Chief Signal Officer of the Army, is charged with all that pertains to the technical handling and maintenance of the cable and telegraph lines and the receipt and disbursement of funds pertaining thereto, and will exercise supervision over the duties of the Signal Corps in connection with

the construction, operation, and maintenance of all cables, telegraph lines, and radio installations of that system. The commanding general, Western Department, is charged with the discipline of all officers and enlisted men of the Army connected with the system, will render all practicable assistance in its maintenance and operation, and will cause such inspections to be made as will satisfy him that the discipline of the officers and men connected with the system is satisfactory and that their performance of duty is prompt and efficient. (*Par. II, G. O. 81, 1914—2212708, A. G. O.*)

WAR DEPARTMENT TELEGRAPH CODE.

316. Use and accountability.—The War Department Telegraph Code, 1915, replaced the War Department Telegraph Code, 1906, for official telegraphic code messages sent on and after December 1, 1915.

Receipt of the War Department Telegraph Code, 1915, will be acknowledged directly to the Chief Signal Officer of the Army, and no further accounting for the code will be required until it is transferred, when the officer making such transfer will forward his receipt for the code to the Chief Signal Officer of the Army.

All copies of the War Department Telegraph Code, 1906, together with appendices, will be returned to The Adjutant General of the Army. (*Par. III, G. O. 56, 1915—2323779, A. G. O.*)

NOTE.—For lists of expendable articles of Signal Corps property issued to troops, see Paragraph I, G. O. No. 53, 1915.

ARTICLE XXXI.

EQUIPMENT.

317. Flat type of saddle for officers.—A flat type of saddle similar to the English saddle, covered with russet leather and provided with open stirrups of metal, may be used by all officers on all occasions, including test rides, except when on duty with troops in the field, at inspections, at drills (as a component part of the organization), and on occasions of ceremony, in which cases the regulation saddle will be used. (*Par. II, G. O. 197, 1910—1706700, A. G. O.*)

318. Boxes and bedding rolls—Personal baggage of officers in the field.—The personal baggage of officers when taking the field will be packed in boxes or bundles conforming to descriptions as follows:

1. A box made of three-ply veneer covered with vulcanized fiber, 32 inches by 19 inches by 13 inches over all. Handles to be of leather and all hinges, locks, and handles to be as flat as possible so as not to interfere with proper packing in wagons. The weight of the box when packed will not exceed 100 pounds.

Any suitable equivalent, such as the Army trunk locker, a telescope, or leather trunk, conforming to the prescribed dimensions and weight and free from projecting parts is authorized.

2. A canvas roll, the bundle not to exceed 39 inches in length and 21 inches in diameter.

3. Canvas bedding rolls for use in the field, as contemplated herein, made in accordance with the sealed pattern in the office of the Quartermaster General of the Army, will be kept on hand by the Quartermaster Corps for sale to officers. (*Par. I, G. O. 201, 1905—1076850, M. S. O.; Par. I, Cir. 42, 1906—1143553, M. S. O.; Cir. 22, 1909—1514234, A. G. O.*)

319. Instructions pertaining to field equipment.—1. Field service is defined to be service in mobilization, concentration, instruction, or maneuver camps, as well as service in campaign, in simulated campaign, or on the march.

The complete equipment for field service (equipment "C") consists of engineer, ordnance, signal, medical, and quartermaster property, and is divided into two classes, "A" and "B."

Equipment "A" is the equipment prescribed for use in campaign, in simulated campaign, or on the march. It is limited to the animals and vehicles prescribed in the Tables of Organization, the equipment and clothing worn on the person, and the articles carried on mount, and transported in field, combat, and divisional trains.

Equipment "B" is the equipment which, in addition to equipment "A," is prescribed for the use of troops in mobilization, concentration, instruction, or maneuver camps, and during such pauses in operations against an enemy as permit the better care of troops.

Equipment "C" is the sum of equipments "A" and "B," and therefore includes every article prescribed for field service as hereinbefore defined.

When troops are ordered on field service, instructions will state the letter designation of the equipment to be taken. The instructions will also specify whether mosquito bars and head nets are to form a part of the equipment, and what winter articles, if any, are to be included. The same rule will apply in the issuance of subsequent orders when necessary. Articles distinctively for winter use can be transported as baggage on the march only when transportation in addition to that prescribed in equipment "A" is provided for that purpose. In addition to the allowances prescribed as the field equipments, service coats, cravats, fatigue clothing, and other articles of uniform, extra bedding, and toilet articles may be taken by officers and enlisted men with equipment "B," when authorized in orders directing the movement of troops.

2. The articles of engineer, ordnance, and signal property listed in the several Unit Accountability Equipment Manuals belong to equipment "A." The articles of medical property belonging to equipment "A" are shown in the Manual for the Medical Department. The articles of quartermaster property belonging to equipments "A," "B," and "C," respectively, are shown in Equipment Tables, Quartermaster Supplies, 1915, published in G. O. 39, 1915, A. G. O. (*Par. I, G. O. 85, 1914—2227724, A. G. O.*)

320. Clothing component of the field kit and the surplus kit.—1. The field kit, clothing component, for all arms and

branches of the service, mounted and dismounted, in addition to the clothing worn on the person, is composed of the following articles: One blanket; 1 comb; 1 drawers, pair; 1 poncho (dismounted men); 1 slicker (mounted men)¹; 1 soap, cake; 2 stockings, pairs; 1 toothbrush; 1 towel; 1 undershirt; 1 housewife (for 1 man of each squad). The foregoing field kit, which is carried on the person by dismounted men and on the packed saddle by mounted men, is supplemented by the surplus kit, the two together making up the clothing component of the service kit.

2. The surplus kit consists of 1 breeches, pair; 1 drawers, pair; 1 shirt, olive drab; 1 shoes, russet leather, pair; 2 stockings, pairs; 1 shoe laces, extra pair; 1 undershirt. The surplus kit pertains to equipment "B" (Par. I, G. O. 85, W. D., 1914, par. 319, this compilation), as part of the permanent camp equipment, to be forwarded to troops when serving in instruction, maneuver, mobilization, or concentration camps, or when in active service a temporary suspension of operations permits the troops to refit. In peace-time maneuvers and marches the surplus kit may accompany the troops, if so directed in the orders prescribing the movement. The vehicles and animals of the combat train and those representing the divisional supply train will be utilized to transport them.

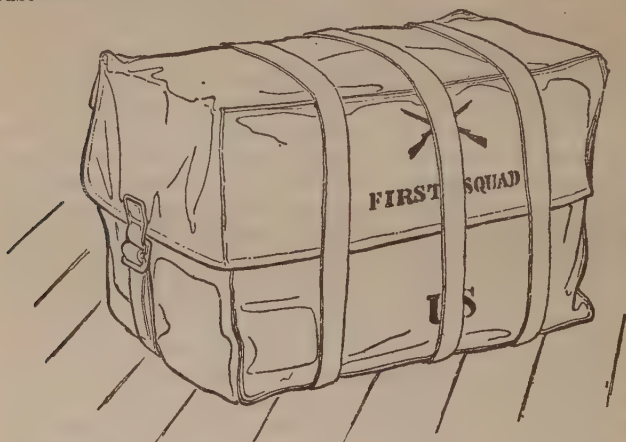
3. The sweater will form part of equipment "A" (Par. I, G. O. 85, W. D., 1914, par. 319, this compilation), pertaining to field service, and when climatic conditions require its use will be carried by the soldier on his person. When sweaters are not prescribed to be worn on the person, they will be collected into bundles of convenient size and secured by burlap or other suitable material or will be boxed. They will be marked ready for shipment to be forwarded when required. In peace-time maneuvers and marches the sweater, even though not prescribed to be carried by the soldier on the march, may accompany the troops, if so directed in the orders prescribing the movements. The vehicles and animals of the combat train and those representing the divisional supply train will be utilized to transport them.

The same rule will apply in regard to overcoats.

¹For all enlisted men of the Quartermaster Corps, both mounted and dismounted; also for enlisted men of the Hospital Corps detailed as ambulance drivers and ambulance orderlies.

4. Surplus kit bags will be issued to each organization at the rate of one to each squad, one for the sergeants and one for the cooks and musicians (or trumpeters), and one for every eight men of detachments.

Each bag will be marked with the letter of the company and the number of the regiment, as provided in paragraph 295, Army Regulations, for haversacks, and the proper designation of the squads to which the bags belong, both markings to be in center of front cover flap, as shown in the following illustration:



5. The kit bag for the sergeants and that for the cooks and musicians (or trumpeters) will be marked "Sergeants," "Cooks and musicians" (or Trumpeters), respectively. Similarly, the kit bags for detachments will be appropriately marked.

The kit of each man will be packed as follows:

Stockings to be rolled tightly, one pair in the toe of each shoe; shoes placed together, heels at opposite ends, soles outward, wrapped tightly in underwear, and bundle securely tied around the middle by the extra pair of the shoe laces, each bundle to be tagged with the company number of the owner. These individual kits will be packed in the surplus kit bag in two layers of four kits each, the breeches and olive-drab shirts to be neatly folded and packed on the top and sides of

the layers, the jointed cleaning rod and case, provided for each squad, being attached by the thongs on the inside of the bag.

6. (a) In garrison, the surplus kit articles are not required to be kept habitually packed and stored, or kept apart from the rest of a soldier's belongings. The soldier should have the clothing component of the service kit. Surplus kits are packed only when commanders require it to be done.

(b) Organization commanders will keep on hand a sufficient supply of surplus kit bags, marked as prescribed above, but unpacked. (*Par. I, G. O. 56, 1915—2293216, A. G. O.*)

321. First-aid packets, field and instruction.—Two types of first-aid packets are supplied by the Medical Department, the field packet in a sealed metal case and the instruction packet in a cardboard box.

The field packet, which forms part of the full equipment of enlisted men, will be inserted, ring down, in the pouch for first-aid packet, and will be carried as prescribed in the Uniform Regulations. The pouch and packet will be regularly inspected and will not be used except for the purpose for which they are issued, and when damaged, destroyed, or lost through the fault of the soldier to whom issued the cost will be charged against him on the pay rolls of his organization.

The instruction packet will be obtained by the surgeons of posts upon special requisition and supplied by them to company commanders. The allowance for this purpose will be 20 packets for each company, battery, and troop, and 10 packets for each band. The dressings contained in these packets can be used repeatedly for the practical instruction of officers and enlisted men, and after being used for this purpose they should be repacked in the original form.

Both packets are expendable, but officers will be held strictly accountable for their proper and economical use, and will exercise every care to prevent any unnecessary expenditure. (*Par. I, Cir. 2, 1908—1180526 A, M. S. O., as amended by Par. I, Cir. 16, 1908—1347743, A. G. O., and Par. V, G. O. 44, 1913—2041021, A. G. O.*)

322. Cavesson and longe.—The cavesson and longe adopted as part of the Cavalry equipment, model of 1912, for issue to Cavalry troops, is also authorized for issue—

(a) To Cavalry organizations equipped with the old model Cavalry equipment in the ratio of 1 cavesson and longe to

30 individual horses or the major portion thereof, the allowances at peace strength being as follows: For a troop, 2; for headquarters troop, 1; for machine-gun troop, 2. (*Par. IV, G. O. 36, 1915—2287777, A. G. O.*)

(b) To Field Artillery in the ratio of 1 cavesson and longe to 30 individual saddle horses or the major portion thereof, each battery to have at least one cavesson and longe. The issue of these articles to Field Artillery will be made on requisition and will be optional with Field Artillery commanders. (*Par. III, G. O. 6, 1915—2235098, A. G. O.*)

(c) To Infantry in the ratio of 1 cavesson and longe to 30 individual saddle horses or the major portion thereof, each regiment to have at least one cavesson and longe and not more than two thereof, to be accounted for by the regimental ordnance officer. The issue of these articles to Infantry will be made on requisition and will be optional with Infantry regimental commanders. (*Par. III, G. O. 14, 1915—2235098 B, A. G. O.*)

323. Care of saddle blankets.—Saddle blankets, before being folded and put in the storeroom after use, will be dried thoroughly. When in constant use they will be washed at least once a month and will be folded so that the side next to the horse will be changed frequently. (*Par. 6, Cir. 47, 1909—1546092, A. G. O.*)

324. Rezinced of steel horse collars.—Steel horse collars may be turned in to the proper arsenals by commanding officers of batteries of Field Artillery for rezincing, without the action of an inspector, when the zinc coating is worn off the inside of the collar where it comes in contact with the horse's shoulder, which condition is evidenced by rusting of the steel. Such shipments will be made to the commanding officer, Rock Island Arsenal, Rock Island, Ill., except in the Philippine Department, where they will be made to the commanding officer, Manila Ordnance Depot, Manila, P. I. (*Par. I, G. O. 136 1911—1829204, A. G. O.*)

325. Arms and equipments for post and Coast Artillery noncommissioned staff officers.—1. The following arms and equipments are prescribed for sergeants major, senior grade, master electricians, engineers, electrician sergeants, first class, Coast Artillery Corps; ordnance sergeants, quartermaster sergeants, Quartermaster Corps; and electrician sergeants,

second class, master gunners, sergeants major, junior grade, and firemen Coast Artillery Corps:

FOR GARRISON.

(a) Provided by the Ordnance Department: One noncommissioned staff officer's saber; 1 saber knot; 1 saber scabbard; 1 garrison belt, model 1910.

FOR FIELD SERVICE.

(a) Provided by the Ordnance Department: One can, bacon; 1 can, condiment; 1 canteen; 1 canteen cover, dismounted; 21 cartridges, ball, piston, caliber .45; 1 cup; 1 fork; 1 haversack (if dismounted); 1 knife; 2 magazines, pistol, extra; 1 meat can; 1 pack carrier (if dismounted); 1 pistol; 1 pistol belt, without saber ring; 1 pistol holster; 1 pouch for first-aid packet; 1 spoon; 1 spurs, pair (if mounted); 1 spur straps, set (if mounted). Horse equipment (if mounted)—1 bridle; 1 currycomb; 1 feed bag; 1 grain bag; 1 halter, headstall; 1 halter, tie rope; 1 horse brush; 1 lariat; 1 lariat strap; 1 link; 1 picket pin; 1 saddle; 1 saddlebags, pair; 1 saddle blanket; 1 surcingle.

(b) Provided by the Medical Department: One first-aid packet.

(c) Provided by the Quartermaster Corps:

(1) A field kit comprising, in addition to (d) and the clothing worn on the person, the following articles: One blanket; 1 drawers, pair; 1 overcoat (when specially ordered); 1 poncho (if dismounted); 1 shelter-tent half; 5 shelter-tent pins; 1 shelter-tent pole; 1 slicker (if mounted); 1 soap, hand, cake; 2 stockings, pairs; 1 sweater (when specially ordered); 1 undershirt.

(2) A surplus kit consisting of: One breeches, pair; 1 drawers, pair; 1 shirt, olive drab; 1 shoes, russet leather, pair; 2 stockings, pairs; 1 shoe laces, extra pair; 1 undershirt.

(3) Additional for permanent camp: One clothing roll; 1 bedsack; 1 cot; 1 mosquito bar.

(d) Provided by soldier: One comb; 1 toothbrush; 1 towel.

2. The foregoing field kit, which is carried on the person by dismounted men and on the packed saddle by mounted men, is supplemented by the surplus kit, the two together making up the service kit.

3. The overcoat and sweater will not be taken into the field except when specially ordered. If these articles will probably not be required as a protection against cold weather, they will not be issued or, if issued, will be turned in to the quartermaster before taking the field. The necessary articles will be sent forward when required or will be issued by the quartermaster at the place where the soldier may be serving.

4. The equipment for field service, except the clothing component of the service kit, will be issued only when the non-commissioned officer is actually ordered into the field, but at other times will be kept in the possession of the proper supply officer at the post where the soldier is serving.

5. These noncommissioned officers in garrison will not be required to turn out in full field equipment.

6. When they are paraded for reviews and inspections their posts are as provided in the Infantry Drill Regulations for the regimental noncommissioned staff (or battalion noncommissioned staff at posts where no regimental noncommissioned staff officers are serving), i. e., sergeant major on the right, post and other noncommissioned staff officers on his left in order of rank, senior on the right. (*Par. III, G. O. 66, 1915—1582423 A A. G. O.*)

326. Arms and equipments for field service, enlisted men of the Quartermaster Corps.—1. The following arms and equipments are prescribed for field service for each enlisted man of the Quartermaster Corps:

(a) Provided by the Ordnance Department: One canteen (if dismounted); 1 canteen, Cavalry (if mounted); 2 canteen-haversack straps (if dismounted); 1 canteen strap, Cavalry (if mounted); 21 cartridges, ball, pistol, caliber .45; 1 cup; 1 feed bag (if mounted); 1 fork; 1 grain bag (if mounted); 1 haversack (if dismounted); 1 knife; 2 magazines, pistol, extra; 1 meat can; 1 pistol; 1 pistol belt, without saber ring; 1 pistol holster; 1 pouch for first-aid packet; 1 spoon; 1 spurs, pair (if mounted); 1 spur straps, pair (if mounted).

(b) Provided by the Medical Department: One first-aid packet.

(c) Provided by the Quartermaster Corps (horse equipment for each mounted man): 1 bridle, riding; 1 currycomb; 1 halter and strap; 1 horse brush; 1 saddle; 1 saddle blanket.

2. The arms and ammunition will be kept in the possession of the quartermaster of the detachment and issued to the men

only when they are actually ordered into the field. One housewife to every eight men of the detachment will then be issued as provided in paragraph 1215, Army Regulations. (*Par. I, G. O. 66, 1913—2060617, A. G. O.*)

327. Stencils for Quartermaster Corps organizations.—The canteen, haversack, and personal equipment stencils issued by the Ordnance Department for Quartermaster Corps detachments will also be utilized by wagon, autotruck, pack train, and bakery companies; no special stencils are issued for those organizations. (*Par. IV, G. O. 90, 1914—2221849, A. G. O.*)

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ARTICLE XXXII.

ARMY RESERVE.

328. Regulations for the Army Reserve.

COMPOSITION.

1. The Army Reserve, established by the provisions of the second paragraph of section 2 of the Army appropriation act of August 24, 1912 (37 Stat., 590, pp. 36 and 37, Bul. No. 15, War Department, 1912), will consist of:

(a) Soldiers furloughed to the Army Reserve for the unexpired portions of seven-year terms of enlistment, viz: (1) Those furloughed to the Army Reserve at the expiration of three years' service with the organizations of which they shall have formed a part. (2) Those furloughed to the Army Reserve after four years' service with the organizations of which they shall have formed a part.

(b) Those who enter the Army Reserve by enlistment or reenlistment therein, viz: (1) Those who reenlist in the Army Reserve at the expiration of a seven-year term of enlistment. (2) Those who, being honorably discharged soldiers of the Regular Army, enlist in the Army Reserve.

2. Soldiers and former soldiers otherwise eligible may enter the Army Reserve under the following terms and conditions, viz:

(a) Any enlisted man, at the expiration of three years' continuous service with the organizations of which he shall have formed a part either under a first or any subsequent enlistment for a term of seven years may, upon his written application to that effect, be furloughed and transferred to the Army Reserve, in the discretion of the Secretary of War. Any soldier so furloughed and transferred will not be entitled to reenlistment in the service until the expiration of his term of seven years.

(b) Any enlisted man serving either under a first or any subsequent enlistment for a term of seven years is subject to being furloughed to the Army Reserve upon the completion of

four years' service with the organizations of which he shall have formed a part, unless he shall have applied for discharge at the expiration of four years' continuous service with such organizations with a view to immediate reenlistment for another period of seven years, or unless he shall have applied in writing for authority to remain with the organization to which he belongs until the completion of his whole enlistment, without passing into the Reserve, the right to so remain being subject to good conduct and physical fitness for duty.

(c) Any enlisted man who shall have served a seven-year term of enlistment, either with the organizations of which he shall have formed a part or partly with such organizations and partly in the Army Reserve, may be reenlisted for a further term of seven years under the same conditions in the Army at large or, in the discretion of the Secretary of War, for a term of three years in the Army Reserve.

(d) Any person who may have been honorably discharged from the Regular Army, with character reported at least good, and who has been found physically qualified for the duties of a soldier, if not over 45 years of age, may be enlisted in the Army Reserve for a term of three years.

ENLISTMENT.

3. All enlistments and reenlistments in the Army Reserve shall be for a period of three years.

4. Enlistments and reenlistments in the Army Reserve may be made by any officer authorized by the War Department to recruit for the Army. Rules and regulations governing the enlistment and reenlistment of persons for the active Army will apply to enlistments and reenlistments for the Army Reserve with the following exceptions:

(a) No applicant for enlistment or reenlistment in the Army Reserve will be held at a general recruiting station, recruit depot, depot post, or other place, either pending his acceptance or after the enlistment is completed, nor will he be forwarded to a recruit depot, depot post, or other place.

(b) If otherwise qualified, married men may be enlisted or reenlisted in the Army Reserve without reference to higher authority.

(c) If otherwise qualified, applicants not over 45 years of age may be enlisted in the Army Reserve.

(d) Former service as indicated in subdivisions (c) and (d) of paragraph 2 is required as a qualification for enlistment or reenlistment in the Army Reserve.

5. After the nature and terms of enlistment in the Army Reserve have been fully explained to the applicant, and before the enlistment blanks are filled, the officer will read to him and offer him for his signature the following declaration, which forms part of the enlistment paper:

DECLARATION OF APPLICANT.

I, _____, desiring to _____ enlist in the Army Reserve of the United States for the term of three years, do declare that I am of the legal age to enlist (or reenlist) and believe myself to be physically qualified to perform the duties of an able-bodied soldier; and I do further declare that I am of good habits and character in all respects and have never been discharged from the United States service (Army or Navy) or any other service on account of disability or through sentence of either a civil or military court, nor discharged from any service, civil or military, except with good character and for the reasons given by me to the recruiting officer prior to this enlistment or reenlistment. _____

Given at _____ this _____ day
 of _____ 191____.

Witness : _____

6. The following form of enlistment contract, duly sworn to, will be signed by each reservist on enlistment:

THE UNITED STATES OF AMERICA :

STATE OF _____ }
 CITY, TOWN, OR MILITARY POST _____ } ss.

I, _____, born in _____, in the State of _____, aged _____ years and _____ months, by occupation a _____, having served in the Army of the United States and having been last discharged from _____ at _____ on _____, do
 (Name of organization.) (Place.) (Date.)
 hereby acknowledge to have voluntarily --- enlisted this _____ day of _____, 191____, as a soldier in the Army Reserve of the United States of America for the period of three years, unless sooner discharged by proper authority, and subject to active military service upon the summons of the President of the United States: And do also agree to accept from the United States such bounty, pay,

rations, and clothing as are or may be established by law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the *United States of America*; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the Rules and Articles of War.

----- [SEAL]

Subscribed and duly sworn to before me this ----- day
of -----, A. D. 191---

Recruiting Officer.

MEDICAL EXAMINATION.

7. The physical examination of applicants for enlistment or reenlistment in the Army Reserve will be conducted in accordance with the authorized rules for the examination of recruits.

8. An applicant for enlistment or reenlistment in the Army Reserve at a garrisoned post, camp, or arsenal where there is no medical officer or contract surgeon will be physically examined before enlistment by the civilian physician employed by the Medical Department.

The employment of civilian physicians at the prescribed rates is authorized for the physical examination of applicants for enlistment or reenlistment in the Army Reserve at general recruiting stations.

9. When a soldier belonging to the Army Reserve is summoned for active service he will be subject to reexamination to determine his physical fitness for service at the time.

PAY AND ALLOWANCES.

10. Soldiers in the Army Reserve not in active service are not entitled to pay or allowances.

11. When a soldier is furloughed to the Army Reserve his accounts shall be closed and he shall be paid in full to the date such furlough becomes effective. Soldiers furloughed after three or four years shall, in addition, receive transportation in kind and subsistence, as provided for by the Army appropriation act approved August 24, 1912, in the case of discharged soldiers.

12. In the event of threatened or actual hostilities, the President, when so authorized by Congress, may summon all

furloughed soldiers who belong to the Army Reserve to rejoin their respective organizations, and during the continuance of their service with such organizations they shall receive the pay and allowances authorized by law for soldiers serving therein; and, under like conditions and authority, the President may summon for active service any enlisted man who shall have enlisted or reenlisted in the Army Reserve, and during the continuance of such active service each soldier so serving shall receive the additional pay now provided by law for the soldiers of his arm of the service in their second enlistment period. Upon reporting for duty and being found physically fit for service soldiers of the Army Reserve shall receive a sum equal to \$5 per month for each month during which they shall have belonged to the Reserve, as well as the actual cost of transportation and subsistence from their homes to the places at which they may be ordered to report for duty under such summons.

13. For the purpose of utilizing as an auxiliary to the Army Reserve the services of men who have had experience and training in the Regular Army in time of war or when war is imminent, and after the President shall, by proclamation, have called upon honorably discharged soldiers of the Regular Army to present themselves for reenlistment therein within a specified period, subject to such conditions as may be prescribed in said proclamation, any person who shall have been honorably discharged from said Army, with character reported as at least good, and who having been found physically qualified for the duties of a soldier, if not over 45 years of age, shall reenlist in the line of said Army or in the Signal or Hospital Corps thereof within the period that shall be specified in said proclamation, shall receive on so reenlisting a bounty which shall be computed at the rate of \$8 for each month for the first year of the period that shall have elapsed since his last discharge from the Regular Army and the date of his reenlistment therein under the terms of said proclamation; at the rate of \$6 per month for the second year of such period; at the rate of \$4 per month for the third year of such period; at the rate of \$2 per month for any subsequent year of such period; but no bounty in excess of \$300 shall be paid to any person under the terms of the Army appropriation act approved August 24, 1912.

RECORDS AND REPORTS.

14. The records of Class A reservists will be kept as follows:

Quartermaster Corps.—In the office of the Chief, Quartermaster Corps.

Hospital Corps.—In the office of the Surgeon General.

Ordnance Department.—In the office of the Chief of Ordnance.

Signal Corps.—In the office of the Chief Signal Officer.

General service detachments and Indian scouts.—In the office of The Adjutant General.

Service-school detachments.—In the office of the commandant of the service school where the detachment is serving.

Band and detachments, United States Military Academy.—In the office of the superintendent.

United States Disciplinary Barracks Guard.—In the office of the commandant of the disciplinary barracks at which serving.

Battalion of Engineers.—Noncommissioned staffs and band: In the office of the battalion commanders. Companies: In the office of the company commanders.

Infantry, Field Artillery, and Cavalry.—Regimental and battalion noncommissioned staffs and bands: In the office of the regimental commanders. Companies, batteries, and troops: In the office of the organization commanders.

Coast Artillery Corps.—Noncommissioned staff: In the office of the Chief of Coast Artillery. Bands: In the office of the district commanders. Companies: In the office of the company commanders.

Porto Rico Regiment of Infantry.—In the office of the regimental commander.

Philippine Scouts.—In the office of the department commander.

15. The records of Class B reservists will be kept in the office of The Adjutant General of the Army. But Class B reservists may be assigned to organizations by direction of the Secretary of War and when so assigned their records will be transferred to their respective organizations and thereafter kept as prescribed for reservists of Class A.

16. When a soldier is furloughed to the Army Reserve, he will be furnished with a reservist's descriptive card (Form

443, A. G. O.). These will be made in duplicate, one of which will be given to the reservist and the other sent to the office where the records of the reservists are kept (par. 14).

17. Soldiers furloughed to the Army Reserve will be furloughed in the grade held by them on the date the furlough becomes effective. When, in the event of actual or threatened hostilities, they are summoned to join their respective organizations, they will revert to the grade of private, to take effect on the date of reporting for duty. Upon joining the organizations to which they belong, due consideration will be given to the rank previously held by them.

18. In the case of a soldier furloughed to the Army Reserve from an organization stationed in Alaska, the Philippine Islands, Hawaii Territory, or the Panama Canal Zone, if he elects to remain within the limits of the territory or possession in which his organization is serving, his record will be kept by the same general method as prescribed in paragraphs 21 and 22.

If he does not desire to remain within the limits of the territory or possession in which his organization is serving, he will so notify his organization commander, in which case the latter will forward his descriptive card directly to The Adjutant General of the Army, giving the probable date of the reservist's arrival and his address in his new place of residence. Upon his arrival thereat the reservist will report on Form 445, A. G. O., to The Adjutant General of the Army the fact of his arrival and his address. He will then be assigned to an organization in the United States by The Adjutant General, who will notify him of such assignment and send his descriptive card to the commanding officer of the organization to which assigned. Thereafter his record will be kept by the same general method as prescribed in paragraphs 21 and 22. The provisions of this subparagraph do not apply to soldiers furloughed from the Porto Rico Regiment of Infantry or from the Philippine Scouts.

19. Upon the enlistment or reenlistment of any man in the Army Reserve the officer enlisting him will make out, in addition to the enlistment paper, the reservist's descriptive card in duplicate, one of which will be given to the reservist after enlistment and the other forwarded with the enlistment paper to The Adjutant General of the Army. All enlistments and

reenlistments in the Army Reserve will be in the grade of private.

20. In the case of a person residing in Alaska, the Philippine Islands, Hawaii Territory, the Panama Canal Zone, or Porto Rico who enlists or reenlists in the Army Reserve his record will be kept in the office of the commander of the military forces in such territorial possession by the same general method as prescribed in paragraphs 21 and 22.

In case a reservist of this class desires to return to the territorial limits of the United States he will report his date of departure to the said commander. The latter will forward the reservist's duplicate descriptive card to The Adjutant General with the date of probable arrival and address in the United States.

The reservist will report by letter his arrival and address in the United States to The Adjutant General. Thereafter his record will be kept as in the case of other Class B reservists.

21. The officers in charge of reservists' records will furnish to each reservist by the first day of each quarter an addressed postal card (Form 444, A. G. O.) upon which the latter will note the following:

Any change of address since rendition of last report.

Any change in name or address of nearest relative.

He will then return this card to the address furnished within the first 10 days of the quarter.

The officer in charge of the reservists' records will note upon his retained cards any changes which have occurred since last report.

22. In organizations for which monthly returns are rendered the number of reservists belonging to each organization will be noted on the return, and on the December muster roll of such organizations the reservists will be noted by name. In all other cases the officers charged with the duty of keeping the records of reservists will report monthly by letter to The Adjutant General the number in their organizations, and on December 31 of each year they will furnish the same office with a list showing all reservists by name.

In the event of the summoning of the reservists for active service, the muster rolls and monthly reports of each organization will show separately the names of those reservists who have failed to report in obedience to the summons and of

those who have reported but have been rejected for active service, together with the necessary data in each case.

23. The records of class B reservists will be kept as prescribed in paragraphs 21 and 22, with the necessary modifications.

FURLOUGH AND DISCHARGE.

24. Except upon reenlistment after four years' service or as now otherwise provided for by law, no enlisted man shall receive a final discharge in writing until the expiration of his seven-year term of enlistment, including his term of service in the Army Reserve.

25. A reservist's descriptive card (Form 443, A. G. O.) will be furnished each soldier furloughed to the Army Reserve.

26. The officer signing the class A reservist's descriptive card will note thereon the character of the soldier at date of discharge. When the company or other immediate commander is of the opinion that the active service of a soldier who is otherwise about to become eligible to be furloughed to the Army Reserve has not been honest and faithful, the procedure prescribed in paragraph 148, Army Regulations, will be followed. If it be determined, in the manner prescribed, that the soldier's service has not been honest and faithful, the papers pertaining to the case will, if the soldier be serving in the Philippine Department, be forwarded to the department commander, who will, if he approve of the finding as to the soldier's service, issue the necessary orders for his discharge or, if the finding be not approved, direct that the soldier be furloughed to the Army Reserve. In all other cases the papers will be forwarded to The Adjutant General of the Army for the action of the Secretary of War.

27. If a soldier be furloughed to the Army Reserve while absent from his organization, his duplicate descriptive card will be forwarded by the officer signing the descriptive card to the soldier's organization commander.

28. Upon the completion of the term of service of a class A reservist his discharge, if it can not be handed to him in person, will be sent him by registered mail to his last reported address. The duty of sending this discharge in each particular case devolves upon the officer charged with keeping the reservist's records (par. 14).

In the case of class B reservists residing within the territorial limits of the United States, the discharge will be sent by The Adjutant General; in the case of reservists residing in Alaska, the Philippine Islands, Hawaii Territory, the Panama Canal Zone, or Porto Rico, by the commander of the military forces therein.

29. A soldier sentenced by court-martial to confinement without dishonorable discharge for a period extending beyond the time at which he would otherwise be furloughed to the Army Reserve will be held to serve out his sentence, at the expiration of which he will be furloughed to the Army Reserve or discharged, as his case may require.

A soldier awaiting trial or sentence at the time he would otherwise be furloughed to the Army Reserve will not be furloughed thereto pending the disposition of his case. If sentenced to dishonorable discharge, he will be so discharged upon the date of the receipt of the order publishing the sentence. If the sentence involve neither dishonorable discharge nor confinement, he will be furloughed to the Army Reserve or discharged, as his case may require, on the date of the receipt of the order publishing the result of trial or as soon thereafter as practicable. If sentenced to confinement without dishonorable discharge, he will be furloughed to the Army Reserve or discharged, as his case may require, upon the expiration of his term of confinement.

In respect to discharges for service not honest and faithful, the provisions of paragraph 26 of these regulations will be observed.

The descriptive card or discharge certificate will be delivered to the man on his release from confinement, and not until then. On the date of the furlough or discharge personal notice thereof will be given to the soldier by an officer, and the fact that such notice was given will be entered on the guard report and the morning report and will be indorsed upon the descriptive card or discharge certificate.

30. Not less than one week prior to the date when a soldier is to be furloughed to the Army Reserve he will be examined by a medical officer as to his physical condition. In case he is found to be physically disqualified for service steps will be immediately taken for his discharge on surgeon's certificate of disability in accordance with existing instructions govern-

ing such discharge. The result of the physical examination will be noted on the reservist's descriptive card.

31. In the case of the death of a reservist a note of this fact will be made on the retained descriptive card in the office of the officer in charge of the reservist's records and a report of the reservist's death will be made to The Adjutant General.

MISCELLANEOUS.

32. Reservists during their term of service as such will not be permitted to enlist in the Navy, Marine Corps, or Organized Militia.

33. Reservists will not be permitted to leave the territorial limits of the United States, except upon the approval of the Secretary of War. The application for such permission will be forwarded through military channels to The Adjutant General of the Army.

34. Reservists furloughed from organizations under orders to take station in Alaska, the Philippine Islands, Hawaii Territory, the Panama Canal Zone, or Porto Rico, will be transferred to organizations stationed within the United States by The Adjutant General of the Army.

35. A reservist changing his address between the date of quarterly reports will report at once his new address to the officer in charge of the reservist's records.

36. Any officer having knowledge of the fact that a reservist is imprisoned under sentence of a civil court will report the case to The Adjutant General of the Army for the action of the Secretary of War. (*G. O. 11, 1913—1998056, A. G. O., as amended by Par. III, G. O. 4, 1915—2227309, A. G. O.*)

329. Transfers to the Army Reserve.—1. Transfer of enlisted men to the Army Reserve, under the provisions of General Orders, No. 11, War Department, 1913, as amended, paragraph 328, this compilation:

(a) The post or the regimental commander is authorized to furlough any enlisted man eligible to be furloughed and transferred to the Army Reserve under the provisions of sections (a) and (b), paragraph 2, of that order.

(b) If the character of a soldier who is otherwise eligible to be furloughed under the provisions of section (a) is believed to be such as not to warrant the granting of that privilege. the procedure prescribed in paragraph 148, Army Regula-

tions, will be followed. The findings of the board therein prescribed, when approved by the convening authority, will be final.

(c) The post or the regimental commander is also authorized to retain in active service any enlisted man coming under the provisions of section (b) who makes application in writing to remain with the organization to which he belongs until the completion of his whole enlistment, without passing into the Army Reserve, provided that his conduct and physical fitness warrant such action.

2. In the case of every soldier who makes application to be furloughed and transferred to the Army Reserve at the expiration of three years' continuous service under the provisions of section (a), paragraph 2, General Orders, No. 11, War Department, 1913, a brief notation to that effect will be made in the space for remarks on his descriptive and assignment card and on his descriptive list. (*Par. II, G. O. 47, 1915—2271133 A, A. G. O.*)

330. Reports on monthly returns.—Information in regard to reservists required by paragraph 22, General Orders, No. 11, War Department, February 11, 1913, paragraph 328, this compilation:

1. A tabulated statement will be given on the return showing—

(a) The number of reservists on the last day of the month.

(b) The number reported on last monthly return.

(c) The gain, by number, during the month, giving the causes of same and the number for each cause.

(d) The loss, by number, during the month, giving the causes of same and the number for each cause.

2. In dropping the reservists from the active strength of the organization, the present heading of "Transferred" under the general heading of "Loss" must not be used. A heading of "Transferred to the Reserve" will be inserted and used for this purpose. These men must in all cases be shown separately from other transfers. (*Bul. 41, 1915—2351462, A. G. O.*)

331. Information with reference to legislation and orders relative to Army Reserve.—1. An enlisted man who at the expiration of three years' continuous service is furloughed and transferred to the Reserve at his own request can not at

any time during the four years' furlough period and of his own volition give up his furlough and be transferred back to active service in the active Regular Army.

2. After having made timely written application to remain with his organization until the completion of his whole seven-year enlistment, a soldier has the right to remain in active service with his organization until the completion of his whole enlistment, as distinguished from being furloughed to the Reserve, subject only "to good conduct and physical fitness for duty." The privilege is not subject to any other conditions.

3. The reenlistment for a second or subsequent term of seven years of a soldier who has completed a seven-year term is not conditioned by the statute upon his being under the age of 45 years; neither is his immediate reenlistment in the Reserve for a period of three years so conditioned.

4. The Secretary of War has reserved to himself, as he may under the statute, the right to determine in each case whether or not a soldier who has just completed a seven-year term of enlistment shall be permitted to enlist in the Army Reserve. This reservation is, however, limited in its effect to soldiers over 45 years of age. Care must be taken not to confuse reenlistment with enlistment.

5. The reenlistment in the Regular Army of married men who have served a seven-year term of enlistment either with their organizations or partly with their organizations and partly in the Reserve is a question of War Department policy and not of law. At present paragraph 852, Army Regulations, applies.

6. Soldiers furloughed after three years on their own request are entitled to transportation in kind and subsistence to the place, or equal distance, of their enlistment.

7. The legislation establishing the Army Reserve provides specifically that upon reporting for duty and being found physically fit for service a furloughed soldier who has been ordered to rejoin his organization shall be reimbursed for the actual cost of his transportation and subsistence from his home to the place at which he may have been required to report under the order. No similar provision is made for a furloughed soldier who, upon reporting pursuant to a like order, is not found physically fit for service. However, it is assumed that, as the law is silent on this point, when Congress

shall authorize the President to summon the Reserve for active service, provision will be made for reimbursement in cases of this kind.

8. The sum to be paid to the discharged soldier who reenlists under the conditions stated in the legislation establishing the Army Reserve is specifically designated as a bounty. The sum to be paid to the soldier furloughed to the Reserve, who under proper orders rejoins his organization for active service, is not so designated. While the matter is not entirely free from doubt, it is the consensus of opinion that the provision which limits to \$300 the amount of the "bounty" to be paid to the discharged soldier upon reenlistment in pursuance of the terms of the section, is not to be construed as limiting to the same amount the "sum" to be paid to the reservist who upon reporting for duty pursuant to proper orders is found physically fit for service.

9. A man who in his first enlistment is furloughed by the Government after four years' service; who at the end of that seven years' service reenlists in the active Army, and, when he has served three years of his second enlistment, voluntarily becomes a reservist; and who, two years afterwards, is recalled to the colors, is entitled to have the sum he is to receive upon reporting for duty and being found physically fit for service computed upon the basis of the entire five years during which he belonged to the Reserve.

10. A man furloughed, either of his own volition at the end of three years' active service or by the Government at the end of four years, as a sergeant, at the end of that seven years' enlistment is given his discharge as a sergeant but if recalled to active service, and he reverts to the grade of private with the active Army, or the necessity having passed, he is re-furloughed to the Reserve, he will be discharged as of the grade actually occupied by him at time of discharge.

11. Paragraph 17, General Orders, No. 11, War Department, 1913, paragraph 328, this compilation, does not apply to the case of an ex-noncommissioned officer who reenlists as a private in the Army Reserve. However, the reason underlying the rule laid down in the last sentence of said paragraph 17 would apply to some extent at least to cases of ex-noncommissioned officers and, no doubt, would cause a similar course to be followed.

12. Whether a man when recalled to active service would be preferably assigned to the unit and, if possible, to the organization in which he formerly served is a question of administration, and each case would be decided upon its merits. (*Bul. 33, 1913—2051421, A. G. O., as amended by Par. IV, Bul. 2, 1915—2227309, A. G. O.*)

13. Soldiers in the Army Reserve may compete for promotion under the act of July 30, 1902 (27 Stat., 336), as well as soldiers on duty with their organizations. (*Par. I, Bul. 1, 1915—2246184, A. G. O.*)

14. Members of the Army Reserve are not entitled to medical supplies and attendance and hospital treatment. (*Par. I, Bul. 18, 1915—2255370 C, A. G. O.*)

ARTICLE XXXIII.

PERMANENT BOARDS.

332. War Department Board of Review.—Duties and responsibilities of the War Department Board of Review, constituted by General Orders, No. 9, War Department, 1915, and rules governing its business procedure:

DUTIES.

The board will take cognizance of all questions referred to it by proper authority, involving new or modified coast defense projects or projects for the immediate land defense of coast fortifications. It shall also have the duty of originating consideration of such subjects when in its judgment necessary, and is responsible for recommending to the Secretary of War whatever it considers essential to establish the sufficiency and efficiency of coast defense and the immediate land defense of coast fortifications of continental United States and of its oversea possessions.

RULES GOVERNING BUSINESS PROCEDURE.

(a) All papers pertaining to coast defense or the immediate land defense of coast fortifications, which involve new projects or modifications of old projects, and which may come to or originate in the War Department, after a preliminary consideration by such officers as the Chief of Staff may direct, and before final action is taken by the Secretary of War, will be referred to the War Department Board of Review for further consideration and recommendation.

(b) The board will meet weekly in the large room of the Secretary of War's suite of offices on such day and at such time as it may decide.

(c) The Chief of Staff will be the presiding officer.

(d) A permanent written record will be kept of all proceedings of the board, including a summary of the questions considered, conclusions arrived at, and recommendations made.

(e) The original record of the proceedings of the board will be filed with the permanent War Department records in the office of The Adjutant General of the Army and a copy will be filed with that section of the General Staff Corps charged with the preparation of plans for the national defense.

(f) After the Chief of Staff has submitted the recommendations of the board to the Secretary of War in regard to any particular project or scheme, and this has received the approval of the Secretary of War, the project or scheme will become and will be designated as the "approved project" of the War Department. (*Par. I, G. O. 62, 1915—2325115 B, A. G. O.*)

333. Coast Artillery Board.—Such Coast Artillery officers as may be designated by the War Department will constitute the Coast Artillery Board, with station at Fort Monroe, Va., to which may be referred from time to time all subjects pertaining to the Coast Artillery upon which the War Department or the Chief of Coast Artillery may desire the board's opinion and recommendations. Communications from the Chief of Coast Artillery to the president of the Coast Artillery Board may be sent through the commandant, Coast Artillery School, for his information, and communications from the president of the board to the Chief of Coast Artillery may be sent directly, provided that such correspondence, in either case, be restricted to questions of a purely technical character that do not involve matters of command, discipline, or administration and that do not relate to the status or interests of individuals. (*Par. 2, G. O. 156, 1905, as amended by par. 2, G. O. 107, 1909—1526158, A. G. O., and Par. III, G. O. 2, 1915—1526158 A, A. G. O.*)

334. Field Artillery Board.—1. The Field Artillery Board shall be permanently stationed at Fort Sill, Okla., and will be composed of such of the following officers as may be present at Fort Sill, viz: The permanent regimental commander of the Field Artillery Regiment stationed at Fort Sill, Okla., who will be president of the board; the lieutenant colonel of the regiment of Field Artillery stationed at Fort Sill, Okla.; the commandant, School of Fire for Field Artillery; senior instructor, School of Fire for Field Artillery; the commanding officers of the two instruction batteries of the School of Fire for Field Artillery (Batteries A and B, Fifth Field Artillery); the secretary of the School of Fire for Field Artillery, who shall be the recorder.

2. The purpose of the board is to consider such subjects pertaining to Field Artillery as may be referred to the board by the War Department and to originate recommendations looking to the improvement of the Field Artillery service.

3. Communications to and from the Field Artillery Board will be sent through the commanding officer, Fort Sill, Okla. (*Par. II, G. O. 53, 1915—2314414, A. G. O.*)

**CHRONOLOGICAL LIST OF THE ORDERS, CIRCULARS,
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